**Boundary County**

PO Box 419

Bonners Ferry, ID 83805

Phone: 208-267-2242

Fax: 208-267-7814

date

amended

4/4/2025

PAGE:

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POSTING DATE-COUNTY: 09/11/2026

POSTING DATE-PUBLIC: 09/11/2026

CLOSING DATE: 10/1/2026

NOTICE OF POSITION VACANCY**JOB TITLE:** County Grant Writer / Personnel Director**DEPARTMENT:**

Commissioners

JOB CODE # CM01**GRADE** 12-14 doe

Immediate Supervisor

Board of County Commissioners/Clerk

Overall Supervisor

BOCC/Clerk

POSITION TYPE:

FULLTIME

STARTING WAGE:

21.98-24.02 d.o.e.

JOB SUMMARY

The County Grant Writer / Personnel Director is responsible for researching, preparing, submitting, and managing grant opportunities that support county programs and services while also overseeing personnel administration, human resources functions, employee relations, and compliance with federal and state employment laws. This position serves as a key resource for county leadership in securing funding and managing the county workforce. This position will also cross train as payroll clerk backup under the Clerk.

POSITION FUNCTIONS**Grant Administration**

- Research and identify federal, state, and private grant opportunities.
- Prepare, write, and submit competitive grant applications (excludes airport grants).
- Coordinate with county departments to determine funding needs and project priorities.
- Develop grant budgets and assist with project planning.
- Monitor grant compliance requirements and reporting deadlines.
- Prepare required financial and performance reports for grantors.
- Maintain grant records and documentation.
- Track grant expenditures and ensure compliance with funding requirements.
- Serve as liaison between the county and funding agencies.
- Assist departments in implementing grant-funded projects.

Personnel Administration / Human Resources

- Administer county personnel policies and procedures.
- Coordinate recruitment, hiring, onboarding, and orientation of employees.
- Maintain employee personnel files and records.
- Assist supervisors with employee performance management.
- Provide guidance regarding disciplinary actions and personnel issues.
- Coordinate disciplinary actions between department heads, employees, civil attorney and ICRMP.
- Coordinate employee training and professional development programs.
- Monitor compliance with employment laws, county policies, and regulations.
- Assist with workers' compensation, unemployment claims, and leave administration.
- Conduct wage and classification meetings as requested.

Maintain confidentiality of personnel information.
 Develop & update personnel policies & employee handbooks working with Commissioners & ICRMP
 Assist in budget preparation and workforce planning.
 Prepare reports for County Commissioners and department heads.

County Grant Writer / Personnel Director

Attend meetings, workshops, and training as required.
 Maintain professional relationships with county officials, employees, and the public.
 Cross train with payroll clerk as backup for payroll.
 Perform all other duties as assigned.

MINIMUM EDUCATION/QUALIFICATIONS REQUIRED

High School Diploma or Equivalent
 Knowledge of grant research, writing, administration, and compliance.
 Knowledge of human resources principles and employment law.
 Knowledge of federal and state labor regulations.
 Bachelor's degree in Human Resources, Business Administration or similar field, or equivalent years of related experience, or an equivalent combination of education and experience.
 Valid Driver's License

Preferred Qualifications:

Experience working in local government.
 Professional Human Resources certification
 Successful track record obtaining and managing grants.
 Experience with public sector personnel administration.

TYPICALLY WORK ENVIRONMENT AND ABILITIES

Strong written and verbal communication skills.
 Ability to prepare detailed reports and grant proposals.
 Ability to manage multiple projects and deadlines.
 Strong organizational and record-keeping skills.
 Ability to maintain confidentiality.
 Proficiency with Microsoft Office and grant management software.
 Ability to work effectively with elected officials, department heads, employees, and the public. Primarily office environment.
 Frequent computer use.
 Occasional travel for training, meetings, or grant-related activities.
 Ability to sit, stand, and lift up to 25 pounds occasionally.

TYPICAL WORK HOURS

Typically 40 hours per week. Monday through Friday or as needed

DISCLAIMER

To perform this job successfully, an individual must be able to perform the essential functions satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an all-encompassed list of all responsibilities, duties and skills required of individuals in the job. Management has the exclusive right to alter this job description at any time without notice.

Applicants must submit application to Personnel Director by 5:00 p.m. on the closing date to the Courthouse Room #22

All applications must be submitted on a Boundary County application form.

Filing of position authorized by Boundary County Commissioners

Authorized by Elected Official/Department Head



Verified by Personnel Director

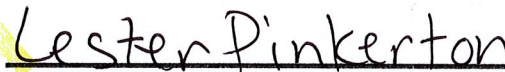
09/11/2026

Date



Approved by Commissioner Chair

Approved by Commissioner



Approved by Commissioner via phone
9/11/26

Equal Employment Opportunity Statement: Boundary County does not discriminate on the basis of race, color, national origin, gender, age (unless a bona fide job requirement), disability or retaliation.