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Posted

JOB POSTING

GRANTS ADMINISTRATOR

The City of Harrah is accepting applications for a full-time Grants Administrator.

This is a highly accountable position, responsible for coordinating all grant and economic development activities of the City. Incumbent will research, apply for and manage all sizes and types of grant awards, economic development opportunities and be responsible for tasks required to manage and monitor each project from inception to completion, including all grant reporting.

Applicants must meet the following requirements:

- BA Degree in Public Administration, Business Administration and two years of experience or any combination of education and equivalent work experience
- Must be able to pass background check
- Must have a valid Oklahoma Driver's License

Application and Job Description available city website at www.cityofharrah.com.

MUST submit Application, signed copy of Job Description and List of previous grants and amounts received to the City of Harrah, Attn: Human Resources, PO Box 636, Harrah, OK 73045 or delivered to Harrah City Hall, 19625 NE 23rd.

Applications will be accepted until position is filled.

The City of Harrah is a Drug Free EOE.