



## **Grants & Procurement Specialist**

Sevier County is accepting applications for the position of a **Grants & Procurement Specialist**. Activities associated with the position include reviewing departmental requisitions and determining the appropriate method of procurement, determining suitable vendors capable of supplying requested goods and services, verifying terminology and specifications for purchase requests and arranging direct buys for items costing less than \$10,000. Additional activities include soliciting sealed bids for individual items costing more than \$10,000, preparing purchase orders and securing the proper signatures to execute purchasing activities. Additional activities include researching and assisting with the coordination of grant funded initiatives that enhance County operations, ensuring compliance with Title VI requirements and maintaining detailed and accurate records of grant funded projects. Job responsibilities require considerable knowledge of purchasing and procurement methods and practices, a strong accounting background, considerable experience dealing with state and federal funds, unquestionable integrity, considerable knowledge of grants administration and compliance requirements, and strong interpersonal, organizational and decision-making skills.

Interested parties must submit a Sevier County Government job application. For a complete job description and application, visit [www.seviercountyttn.org](http://www.seviercountyttn.org), click on job openings and utilize the links below. Applications should be mailed or hand delivered to:

**Sevier County Mayor's Office, 125 Court Avenue, Suite 102E, Sevierville, TN  
37862 Attn: Larry Russell, HR Director**  
*Faxes and emails will not be accepted.*

**Applications must be received by 4:00 p.m., Friday, July 30, 2021.**

It is the policy of Sevier County to provide equal employment opportunities to all individuals regardless of race, color, religion, sex, national origin, age, disability, sexual orientation, status as a Vietnam-era veteran or special disabled veteran, or status in any other group protected by law.