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# Part-Time Project Administrator Position Now Available

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## Part-Time Project Administrator Position Now Available

Dexter, MO - Bootheel Regional Planning Economic Development Commission is seeking a part-time Project Administrator.

### Job Description:

Prepare and submit grant administration documents for projects within the region.

Responsible for total administration of these projects after funding to insure that all compliance areas with Federal, State and Local regulations, policies and guidelines, including, but not limited to, citizen participation, environmental review, labor standards, procurement, civil rights, contract management, along with other assignments as required; maintain control of accounting documents, wage rates, grant financial information for processing and preparation of financial reports for all projects, attend monitoring sessions with the Missouri Department of Economic Development Field Representatives and city officials; attend workshops in Jefferson City or other locations regarding preparation for grant administration; prepare close-out reports on all CDBG projects as required; and perform various other duties as required by the Executive Director.

Interested applicants should turn in a cover letter and resume to Kelly Mitchell @kmitchell@bootrpc.com [or to apply click here.](#)

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