

Department: Community Resources
Classification: Competitive
Grade: 13

SPEC DISK GC
DOCUMENT 06

GRANTS ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position involving the responsibility for researching, identifying, developing and maintaining grant applications. An employee in this class will be required to write and maintain grants and assist others in preparing grant proposals. The work is performed under the supervision of the Director of Community Resources and the Program Management Specialist with some leeway allowed for the exercise of independent judgement. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Prepares applications for grant funding projects by obtaining and compiling information necessary for grant application;
Seeks our grants and prepares applications by obtaining and compiling information to renew funding for program;
Monitors grant activities to assure compliance with various grantor requirements;
Develops and writes narrative, time frame and preparing budget to justify need for the grant;
Maintains bookkeeping relating to grants budget execution and other financial records, including department, programs and volunteer activities;
Prepares periodic progress reports relating to grant activities;
Prepares program work plan, program budget and administers grant funds in accordance with allocation;
Solicits and assesses bids and quotes;
Monitors grant project by visiting site;
Verifies contractors have completed work to specifications and submits vouchers and necessary paperwork required for either repayment or drawdown as required by the grantor;
Establishes and maintains cooperative working relationships with public and private agencies;
Maintains files on grant activities;
May prepare reports or studies as requested.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the laws, rules, regulations and guidelines applicable to governmental, private and other grant programs; thorough knowledge of federal, state, local, private and other grant sources; good knowledge of the needs and purposes of various programs and departments of governmental agency; ability to write and develop grant applications; ability to research grant opportunities; ability to communicate effectively, both orally and in writing; ability to effectively use computer applications, including spreadsheets, word processing, calendar, email and database software; ability to establish effective working relationships with a wide variety of people; ability to understand and interpret complex oral and written information; initiative; resourcefulness, physical condition commensurate with the demands of the positions.

MINIMUM QUALIFICATIONS: Either:

A) Graduation from a regionally accredited or New York State registered college or university with

a Bachelor's degree in Public Administration, Business Administration, Planning, Environmental Science or closely related field and two (2) years experience in grant writing or grant administration; or

- B) Graduation from a regionally accredited or New York State registered college or university with an Associates degree in Business Administration or Social Sciences and four (4) years of experience in grant writing or grant administration; or
- C) An equivalent combination of training and experience as defined in A) and B) above.

Adopted: 09/12/2017