

Department: Community Resources
Classification: Competitive
Grade: 11

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DOCUMENT 03

PROJECT COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position involving the responsibility for the coordination of various events in the planning, administration and project development of grant-funded projects. The work is performed under the supervision of the Director of Community Resources and the Project Manager with some leeway allowed for the exercise of independent judgement. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists in researching, identifying and developing potential opportunities for Town and County grants;
Assists in the development of project proposals, cost estimates and budgets, timelines and schedules of grant funded projects;
Evaluates and tracks required program reports and documents/submittals from all Contractors pertaining to specific projects;
Prepares all necessary reports related to grant funded projects;
Assists in preparing reimbursement claims and reporting to funding agencies;
Maintains files both digital and physical on grant projects;
Acts as a liaison between Town officials and funding agencies;

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 administer grant projects; 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, organization, 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 Business Administration, Planning or related field ; or
- B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Business Administration or Social Sciences and two (2) years of experience in grant administration;
- C) An equivalent combination of training and experience as defined in A) and B) above.