

GRANTS MANAGER I

DISTINGUISHING FEATURES OF THE CLASS: This administrative position involves the responsibility for office and field functions of coordinating the implementation of grants, including monitoring the expenditure of funds and tasks to completion. Prepares and assists in the preparation of grant applications and their oversight. Identifies sources of grant monies. Work is performed under the direct supervision of the Department Head, with latitude allowed for the exercise of independent judgement and initiative.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Grants; Responsible for coordinating the implementation of grants and loan programs including monitoring the expenditure of funds and tasks to completion; Researches potential sources of funding; Assists in preparation and submission of grant applications; Preparation of grant budgets and modifications; Prepare and submit grant progress reports; Process checks, invoices and vouchers in relation to grant funding and loan programs; May maintain website information to provide outreach to residents regarding programs and projects; Works closely with grant recipients to ensure that grants are being executed effectively by identifying areas that are in need of attention; Collects and compiles data and statistics.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Working knowledge of the principles and practices of grant administration and fiscal accounting, monitoring and control; Working knowledge of Federal, State and local laws, regulations and policies as they apply to the administration of grants; Working knowledge of the resources available for seeking grant funding; Ability to establish and maintain effective work relationships with a wide variety of people; Ability to communicate effectively both orally and in writing; Ability to prepare detailed and complex, technical written material, including grant applications; Ability to research grant opportunities; Ability to understand and interpret complex oral and written information, including regulations, policies and procedures, especially as they pertain to grant application, implementation and oversight; Resourcefulness and initiative; Good professional judgment, tact, and courtesy; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

- A. Graduation from a college with a Bachelor's Degree in Business or Public Administration, Accounting, English, Journalism, or related field; OR
- B. Graduation from a college with an Associate's Degree in Business or Public Administration, Accounting, English, Journalism, or related field and 2 years experience in either 1) Grant writing or grants management; OR 2) Accounting or account keeping experience related to tracking program revenues and expenditures; OR 3) Administrative business or governmental experience which involves the writing of detailed, complex narrative reports, technical reports, policies and procedures, or similar written materials as a substantial portion of the work or related type of work as described in 1, 2, or 3; OR
- C. Graduation from high school or possession of a high school equivalency diploma and a minimum of three years of the experience specified in one of the following areas: Grant writing or grants management; OR 2) Accounting or account keeping experience related to tracking program revenues and expenditures; OR 3) Administrative business or governmental experience which involves the writing of detailed, complex narrative reports, technical reports, policies and procedures, or similar written materials as a substantial portion of the work.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Adopted 9/10/09

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