

## **GRANTS TECHNICIAN**

**DISTINGUISHING FEATURES OF THE CLASS:** The position involves responsibility for the implementation and management of a grant or grants. The work is performed under the general supervision of the SWCD Technical Coordinator and Executive Director with wide leeway allowed for the exercise of independent judgement. Does related work as required.

### **TYPICAL WORK ACTIVITIES: (Illustrative only)**

Establishes and facilitates grant contracts between appropriate parties; Assists in coordinating services associated with the grant(s); Obtains and verifies records from participating entities; May maintain project database of records for participating entities; May prepare procurement forms and assist in processing of payments; May assist project subcontractors with coordination, evaluation, monitoring, and other tasks as needed; Prepares required reports; Coordinates and leads all project outreach, including educational presentations and video documentation when needed; Coordinates and conducts studies and fieldwork associated with grant monitoring and implementation; Participates in recording and reporting outcomes associated with grant implementation; May use computer software to monitor grant implementation, such as Cropware Net, Microsoft products, GIS and ArcMap.

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

Thorough knowledge of state and federal regulations and legislation pertaining to grant implementation; Thorough knowledge of applicable industries and programs; Thorough knowledge of the principles and practices involved in agricultural practices, farmland protections, environmental science, and environmental planning; Thorough knowledge of computer software use, including Microsoft Word, Excel, Powerpoint, and other software; May require working knowledge of Geographic Information Systems (GIS) and ArcMap; Ability to work independently, manage workload effectively, and demonstrate good organizational skills; Ability to establish and maintain effective working relationships; Ability to communicate effectively orally and in writing to a wide variety of audiences; Ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential functions of the position; Tact, good judgment, initiative, resourcefulness; Physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

A. Graduation from a college or university with a Bachelor's Degree in Agronomy, Crop Science, Agricultural Science, Soil Science, Natural Resource Management, or related field and two (2) years' experience in agriculture, natural resource management, or environmental science;

OR

B. Graduation from a college or university with an Associate's Degree in Agronomy, Crop Science, Agricultural Science, Soil Science, Natural Resource Management or related field and four (4) years' experience in agriculture, natural resource management, or environmental science;

OR

C. An Equivalent combination of training and experience as defined in A and B.

**NOTE:** May be required to possess a Crop Advisor certificate at time of appointment and maintain it during employment.

**NOTE:** A valid New York State driver's license is required at time of appointment and must be maintained during employment.

**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.