

The **Sullivan County Department of Grants Administration** is seeking to fill the following position:

GRANT WRITER

This is a professional position involving responsibility for researching, identifying and developing grant applications. An employee in this class will be required to write grants and assist others in preparing grant proposals. Work is performed under the supervision of the Grants Administration Supervisor, or appropriate authority, with some leeway allowed for the exercise of independent judgment. Does related duties as required.

MINIMUM QUALIFICATIONS: Either

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents with a Bachelor's Degree or higher in Business or Public Administration, Economics, Social Sciences, Planning, or a related field, and two (2) years of acceptable experience in identifying, writing, and/or managing grants for the public and/or private sector; or
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents with an Associate's Degree or higher in Business or Public Administration, Economics, Social Sciences, Planning, or a related field, and four (4) years of acceptable experience as described in (A) above; or
- (C) Graduation from high school or possession of a high school equivalency diploma and six (6) years of experience as described in (A) above; or
- (D) An equivalent combination of training and experience as defined in (A), (B) and (C) above.

SALARY: **Entry:** \$69,248.00 **Full:** \$72,893.00

APPLY ONLINE AT: <https://sullivan-portal.mycivilservice.com/jobopps>

This is a competitive class position subject to Civil Service examination.

EEO/AA Employer

M/F/D/V