

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

### **GRANTS PROGRAM COORDINATOR**

This is a professional position involving responsibility for researching, identifying and developing grant applications; assessing grant-seeking capacity in various departments; developing and providing trainings and resources to improve grant-seeking capacity; and developing and distributing resources to educate potential grant seekers on available funding opportunities. An employee in this class will be required to write grants, assist others in preparing grant proposals, and develop and deploy training modalities. They may also be required to supervise staff within the Department of Grants Administration. Work is performed under the supervision of the Grants Administration Supervisor or appropriate authority with significant 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 Master's Degree or higher; or
- (B) 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 and two (2) years of acceptable experience in identifying and writing grants for the public and/or private sector;
- (C) 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 and six (6) years of experience as described in (B) above; or
- (D) An equivalent combination of training and experience as defined in (A), (B) and (C) above.

**NOTE:** Your degree or credits 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 or credits were awarded by an educational institution outside of 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: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

**SALARY: Entry: \$74,435.00 Full: \$78,353.00**

**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**

