

COMMUNITY DEVELOPMENT AND GRANTS SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This position involves assisting in the development and implementation of community development plans for the County or its municipalities, and the performance of technical duties in connection with identifying, applying for, and administering state and federal grants for the County or municipality. Incumbent is responsible for properly and accurately completing grant applications. Work is performed under general supervision with leeway for independently performing the duties of the position.

TYPICAL WORK ACTIVITIES:

Assists in developing and preparing a community development plan and program of implementation as required by local, state and federal legislation;

Assists in implementing a community development plan and program;

Administers and monitors grant programs awarded to the County or municipality to ensure compliance with applicable laws, rules, and regulations;

Researches appropriate materials and literature related to federal and state aid programs;

Assists in preparing grant applications for private, state and federal financial assistance on behalf of the County or jurisdiction;

Analyzes statistical and other data to determine which applications should be filed;

Coordinates the activities of businesses, various local government departments and private organizations relating to their common interests in applying for grants;

Prepares and conducts oral and graphic presentations to inform the legislative bodies, governing boards, community organizations, and the general public concerning grant programs;

Advises new business and assist existing businesses to grow.

COMMUNITY DEVELOPMENT AND GRANTS SPECIALIST

Page 2

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Good knowledge of federal and state community development program requirements; good knowledge of the community development needs of a municipality; good knowledge of federal and state aid or grant programs available for the county or municipality; working knowledge of the preparation and use of statistical and research concepts and methods; ability to conduct grant application activities, including research, analysis, and writing comprehensive studies and reports; ability to make clear and concise oral and graphic presentations; ability to express oneself clearly; ability to get along well with others; and resourcefulness.

MINIMUM QUALIFICATIONS: Either

- (A) Possession of a Bachelor's degree and one year of full-time experience in business administration, public administration, economics, social services, planning or a related field;
or
- (B) Possession of an Associate's Degree and three (3) years of full-time experience as described in (A) above; or
- (C) Graduation from high school or possession of a High School Equivalency Diploma and five (5) years of experience as described in (A) 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.

COMMUNITY DEVELOPMENT AND GRANTS SPECIALIST

Page 3

Y:\CLASPLAN\COMMUNITY DEVELOPMENT & GRANTS SPECIALIST.DOC

Last Reviewed:06/3/02

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

Revised and Replaced in Classplan: 1/3/2023

Revised and Replaced in Classplan: 12/11/2024 (Edu)