

COMMUNITY DEVELOPMENT AND GRANTS COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for overseeing activities related to planning, development plans for a county and activities in connection with making application for and administering grants for local municipalities, including the county. Work is performed under the general direction of the Commissioner of Planning and Environmental Management and in accordance with policies established by the County Legislative body.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Develops and prepares a county community development plan and program of implementation as required by local, state or federal law;

Implements a community development plan and program to develop a viable community by seeking funds to provide for housing and a living environment principally for persons of low and moderate income;

Researches appropriate materials and literature related to federal and state aid programs, and disseminates information to various municipalities and agencies in the county;

Prepares grant applications for private, state and federal financial assistance on behalf of the county and its municipalities;

Compiles and maintains files of operational data, current research and relevant legislation to assure county and local municipality participation in available funding programs;

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

Coordinates the activities of various local governmental agencies relating to their common interests in applying for grants;

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

Administers and monitors grants awarded to the county and its municipalities to ensure compliance with applicable laws, rules, regulations, etc.;

Provides technical assistance to municipalities for community development and housing revitalization efforts;

Provides outreach and coordination with appropriate agencies, funding sources and private developers to address affordable housing needs in the County.

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

TERISTICS: Thorough knowledge of federal and state community development program requirements; good knowledge of the community development needs of the county; thorough knowledge of federal and state aid or grant programs available for the county and/or its municipalities; good knowledge of the preparation and use of statistical and research concepts and methods; ability to conduct technical community development and grant application activities including research, analysis and writing of comprehensive studies and reports; ability to make clear and concise oral and graphic presentations; ability to express oneself clearly; ability to evaluate the implementation of aid programs according to established practices and procedures; and resourcefulness.

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MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school diploma, and either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree or higher in Business or Public Administration, Economics, Social Sciences, Planning, or a related field, and three (3) years of acceptable experience in planning, economic development or a related field; or
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in the academic disciplines described in (A) above, and five (5) years of acceptable experience as described in (A) above; or
- (C) Nine (9) years of experience as described in (B) above, at least two (2) years of which shall have involved grant application or administrative activities; 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.

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Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

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Revised and Replaced in Classplan on 09/15/16

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