

COMMUNITY DEVELOPMENT AND GRANTS TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: Employees in this class will assist in applying for and administering grants obtained through the federal Community Development Block Grant Program. Work is performed under supervision with leeway for using independent judgment in completing assigned duties.

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.*

Collects and analyzes data for use in preparing grant applications;

Makes arrangements to meet requirements for public advertisement and/or public meeting by writing advertisements, contacting media sources to place ads, and reserving meeting rooms, etc;

Completes grant applications by providing required statistical data, narrative data, and graphic or pictorial data;

Proofreads materials to ensure that data is properly recorded;

Assists in maintaining administrative control over grant-related financial transactions by recording bookkeeping entries into an internal control double entry bookkeeping system;

Assists in the evaluation of program projects and prepares performance reports;

Prepares other reports and records as required;

Assists in setting up and maintaining filing systems, data collection and maintenance records, and other records to ensure that data is kept in an orderly and efficient manner;

Provides information to other department staff members involved in some aspect of community development grant;

Assists in the administration of contracts by procuring vendors or contractors, conducting wage

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surveys, preparation of narrative documents, and other activities necessary to comply with rules and regulations applicable to the grant program.

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

TERISTICS: Good knowledge of Community Development Block Grant Program rules and regulations; ability to perform research activities, to analyze data acquired during research activities, and to prepare narrative reports of research data and conclusions; ability to express ideas clearly both orally and in writing; ability to read, understand, and apply program regulatory materials; ability to prepare written materials; ability to conduct program administrative duties with a detail-oriented approach; commitment to community development goals and objectives; and integrity.

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of a Bachelor's Degree; or
- (B) Four (4) years of experience in Business Administration, Public Administration, Economics, Grants Application or Administration, Human Services, Planning, or a related field; or
- (C) An equivalent combination of training and experience indicated in (A) and (B) above.

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Last Reviewed: June 15, 1984

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A