

**DISTINGUISHING FEATURES OF THE CLASS:** This is specialized administrative work involving responsibility for coordinating the implementation of grants, including monitoring the expenditure of funds and tasks to completion. Incumbent may prepare or assist in the preparation of grant applications and oversees and identifies sources of grant monies. Work is performed in accordance with the directives of the Commissioner of Management and Budget and the policies of the County Legislature. Considerable leeway is allowed to independently perform the duties of the position. General supervision is exercised over support personnel in the Department of Grants Administration.

**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.*

Maintains an active list of ongoing and proposed grants;

Meets with various individuals to discuss the implementation and administrative oversight of approved grants, including contract development, program evaluation, accounting procedures to accurately document revenues and expenditures;

Works closely with grant recipients to ensure that grants are being executed effectively by identifying areas that are in need of attention;

Identifies potential sources of funding for various projects and programs using traditional and electronic media;

Researches, tracks and reports upon current and proposed local and state regulations, legislation, guidelines and grant opportunities which may provide new funding sources;

Meets with agency personnel to discuss potential sources for funding;

Coordinates the application process for grants to ensure various sources of funding are utilized in the best manner possible to maximize funding and to achieve overall objectives;

Oversees the preparation of grant proposals, including, but not limited to preparing budgets, composing narratives and gathering support data from internal external sources;

Assists with the formulation and maintenance of the department budget and assures all activities are consistent with the goals of the Division of Management and Budget;

Provides technical assistance to municipalities, not-for-profit corporations and community based organizations and local government units;

May act as a liaison between the County and state/federal contacts for grant programs;

May be required to attend public meetings and make presentations as needed;

Assigns workload and supervises work of the grants staff;

Performs related duties as assigned.

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

**TERISTICS:** Thorough knowledge of the methods and techniques used in the development and expansion of commercial, industrial and residential projects, including financial packaging; thorough knowledge of federal and state aid or grant programs available for a county and/or its municipalities; good knowledge of the purposes, principles, practices, methods and terminology used in planning and administration of economic and industrial programs; good knowledge of the preparation and use of statistical and research concepts and methods; ability to conduct technical

grant application activities, including research, analysis and writing of comprehensive studies and reports; ability to maintain effective working relationships with public official, developers, entrepreneurs, citizens' advisory groups and County residents; ability to plan and supervise the work of others; ability to make clear and concise oral and graphic presentations and to communicate effectively, both orally and in writing; computer literacy; and initiative.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's Degree or higher in Business or Public Administration, Finance, Economics, Social Sciences, Planning or a related field and four (4) years of acceptable experience in planning, economic development or in a related field, at least one year of which must have been in a responsible supervisory capacity; or
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree or higher in the academic disciplines described in (A) above and six (6) years of acceptable experience as described in (A) above, at least one year of which must have been in a supervisory capacity; or
- (C) An equivalent combination of training and experience as defined in (A) and (B) 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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Originated: 11/27/07

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

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Revised and Replaced in Classplan: 1/31/2023

Revised and Replaced in Classplan: 3/31/2025 (Edu)