

GOVERNMENT GRANTS COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for performing professional and technical duties in support of a local municipality's Block Grant to local Governments for Community Development Projects. The incumbent will assist the development and implementation of planning studies and community development for the municipality. Additionally, the incumbent will perform technical duties in connection with identifying, applying for, and administering state and federal grants for the municipality. Work is performed under general supervision with wide leeway for independently performing job duties.

TYPICAL WORK ACTIVITIES:

Completes the environmental review process and environmental review record;

Prepares legal notices and certifications to obtain release of funds;

Prepares and revises program guidelines for review by the local municipality's board;

Creates program documents and forms to assist in carrying out the requirements of the grant;

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

Assists in the administration and monitoring of grants to ensure compliance with applicable laws, rules, regulations, etc;

Establishes and coordinates with municipality staff a record keeping, accounting, payment and electronic funds draw down system for managing and expending federal funds;

Assists homeowners' inquiries in the application process, follows up on all new inquiries from eligible homeowners and processes the overall caseload of applicants;

Recruits new applicants to ensure all funds are distributed;

Coordinates all activities as required by specific grant requirements;

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Prepares bid packages for owners with approved applications;

Coordinates the bidding process and prepares both construction and grant agreements as required;

Reviews and approves all contractor payment requests;

Compiles and completes all documents and reports as required by the grants;

Analyzes and prepares statistical reports to the municipality's Board on the status of the program;

Researches appropriate materials and literature related to federal and state grant opportunities and provides information to the municipality's Board regarding the availability of funding;

Makes referrals to other agencies as appropriate;

Establishes and implements the Fair Housing Program as required by grant regulations;

Recruits contractors for work under the program;

Performs work as required to complete grant requirements.

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

TERISTICS: Good knowledge of federal and state community development program requirements; good knowledge of the planning and community development needs of the municipality; good knowledge of federal and state aid or grant programs available for the Town; good knowledge of the sociological, economic, design and environmental factors involved in physical planning and community development; good knowledge of community and regional physical planning, including zoning and subdivision regulations; working knowledge of the preparation and use of statistical and research concepts and methods; ability to conduct grant application activities, including researching, analyzing and writing comprehensive studies and reports; ability to understand and interpret maps, charts, and graphs; ability to understand and interpret written materials; ability to express oneself

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clearly; ability to get along well with others; and resourcefulness.

MINIMUM QUALIFICATIONS:

- (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 in Planning, Public Administration, Economics, Social Sciences or a related field.
- (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 in Planning, Public Administration, Economics, Social Sciences or a related field and two years of experience in planning, community development, grant writing or related experience; or
- (C) Six (6) years experience as indicated in (B) above; or
- (D) An equivalent combination of training and experience as described 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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Last Reviewed: 4/22/02
Jurisdictional Class: Comp
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A

Revised and Replaced in Classplan: 2/9/2023
Revised and Replaced in Classplan: 4/8/2025 (Edu)