

GRANT WRITER

270-C

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position involving responsibility for researching, identifying and developing grant applications. An employee in this class will be required to write grants and assist others in preparing grant proposals. Work is performed under the supervision of the Grants Administration Supervisor or appropriate authority with some leeway allowed for the exercise of independent judgment. Does related duties as required.

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.*

Researches, identifies and develops potential grant opportunities by searching for program ideas

using on-line information retrieval systems;

Assists program administrators, department heads and others in planning and developing grant

applications and reviewing and processing grant documents;

Maintains information file on grants, including what programs are available, where to apply for

which programs and trends in federal, state and private programs;

Responds to Requests for Proposals (RFP's) and Notice of Funding Opportunities (NOFA's);

Investigates and identifies new funding possibilities;

Operates on-line information retrieval systems for grant and funding information;

Assists Grant Administration Supervisor or appropriate authority in grant and contract management activities;

May maintain files on all grant activities;

May prepare reports or studies as requested.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL,

CHARACTERISTICS: Thorough knowledge of the laws, rules, regulations and guidelines applicable to governmental, private and other grant programs; thorough knowledge of federal, state, local, private and other grant sources; good knowledge of the needs and purposes of various programs and departments of a governmental agency; ability to write and develop grant applications; ability to research grant opportunities; ability to communicate effectively, both orally and in writing; ability to effectively use computer applications, including spreadsheets, word processing, calendar, e-mail and database software; ability to establish effective working relationships with a wide variety of people; ability to understand and interpret complex oral and written information; initiative; and resourcefulness.

MINIMUM QUALIFICATIONS: Either

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents with a Bachelor's Degree or higher in Business or Public Administration, Economics, Social Sciences, Planning, or a related field, and two (2) years of acceptable experience in identifying, writing, and/or managing grants for the public and/or private sector; or
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents with an Associate's Degree or higher in Business or Public Administration, Economics, Social Sciences, Planning, or a related field, and four (4) years of acceptable experience as described in (A) above; or

- (C) Graduation from high school or possession of a high school equivalency diploma and six
(6) years of experience as described in (A) above; 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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