

## GRANTS ADMINISTRATION SUPERVISOR

270-A

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for overseeing activities related to identifying and writing Federal, State, Foundation and/or Corporate Grants for a county and activities in connection with making application for and administering grants for the County. Incumbent provides technical assistance to the municipalities within the County at the direction of the County Manager. Work is performed under the general direction of the Deputy County Manager/Commissioner of the Division of Management and Budget and in accordance with policies established by the County Manager and the County Legislative body. Supervision is exercised over assigned staff.

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 appropriate materials and literature related to federal and state aid programs, and

disseminates information to various departments, municipalities and agencies in the County;

Prepares grant applications for private, state and federal financial assistance on behalf of the County

and provides technical assistance to 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 relevant 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;

Prepares and conducts oral and graphic presentations to inform legislative bodies, governing

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.;

Develops research, proposal planning, proposal writing and submission of proposal application packages to funding sources on behalf of the County;

Uses computer applications or other automated systems, such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Plans, supervises and evaluates the work of other technical or clerical staff members engaged in grant application activities.

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

**TERISTICS:** Thorough knowledge of federal and state grant program requirements; thorough knowledge of federal and state aid and/or other grant programs available for governmental agencies and/or its municipalities; good knowledge of the needs and purposes of various programs and departments of a governmental agency; good knowledge of the preparation and use of statistical and research concepts and methods; ability to plan and supervise the work of others; 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 effectively use computer applications, including spreadsheets, word processing, calendar, e-mail and database software; ability to express oneself clearly; ability to evaluate the implementation of aid programs according to established practices and procedures;

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 Master'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 and writing Grants for a large governmental municipality, including or supplemented by at least one (1) year of experience in a responsible supervisory capacity in either the private or public sector; or
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents with a Bachelor's Degree in the academic disciplines described in (A) above, and four (4) years of acceptable experience as described in (A) above, including or supplemented by at least one (1) year of experience in a responsible supervisory capacity in either the private or public sector; or
- (C) Completion of sixty (60) credit hours of course study from a regionally accredited college or university accredited by the New York State Board of Regents and six (6) years of acceptable experience as described in (A) above, including or supplemented by at least one (1) year of experience in a responsible supervisory capacity in either the private or public sector; or
- (D) Graduation from high school or possession of a high school equivalency diploma and eight (8) years of experience as described in (A) above, including or supplemented by at least one (1) year experience in a responsible supervisory capacity in either the private or public sector;

or

- (E) An equivalent combination of training and experience as defined in (A), (B), (C) and (D) above.

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Public Hearing: N/A  
NYS Civil Service Commission Approval: N/A

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