

GRANTS ADMINISTRATION PROGRAM SPECIALIST

270-B

DISTINGUISHING FEATURES OF THE CLASS: This position involves the performance of technical support, research based and clerical support duties to assist the Grants Department with the implementation of existing and new grant initiatives for the County or its municipalities. Incumbent will assist in the planning and participation of activities, forum, symposiums, conferences and events that market education & technical assistance to internal and external clients. Work is performed under general supervision of the Grants Administration Supervisor with leeway for independently performing the duties of the position.

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.*

Assists in conducting and coordinating field inspections in current grant administration programs;

Provides research, analysis and organization of data and written documents for the purpose of creating new initiatives and enhancement of existing programs;

Assists in the verification and eligibility of grant-funded program participants;

Answers incoming inquires from program clients, borrowers, architects & engineers;

Reviews grant applications for completeness and adequacy;

Assists in record keeping as requested by the Supervisor;

Provides internet research for new initiatives and existing programs for the Grants Department;

Assists in the assembling, packaging and submission of comprehensive funding applications to Federal, State and local agencies;

Maintains records, resources and databases for preparing periodic reports for grant programs;

Coordinates and schedules appointments of grants administration staff;

Types correspondence, letters, transcripts, etc. utilizing personal computer software programs;

Analyzes statistical and other data to determine which applications should be filed;

Assists the Grants Supervisor in the preparation of oral and graphic presentations to inform the legislative bodies, governing boards, community organizations, and the general public concerning grant programs.

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

TERISTICS: Working knowledge of federal and state community development program requirements; working knowledge of the community development needs of a municipality; knowledge of federal and state aid or grant programs available for the county or municipality; working knowledge of modern methods used in keeping and checking financial records and accounts; knowledge of the preparation and use of statistical and research concepts and methods; ability to make arithmetic computations involving fractions, decimals and percentage accurately; ability to conduct grant application activities, including research, analysis, and writing comprehensive studies and reports; ability to understand and interpret charts, written text and tabular information and material; ability to make clear and concise oral and graphic presentations; ability to express oneself clearly; ability to get along well with others; 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 an Associate's Degree or higher; or
- (B). Graduation from high school or possession of a High School Equivalency Diploma and two (2) years of full-time clerical experience in business administration, public administration, economics, social services, planning or a related field; or
- (C). An equivalent combination of training and experience as defined by the limits of (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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Created: 02/06/08

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

Placed in Classplan on 2/20/08

Revised and Replaced in Classplan: 2/9/2023

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