

GRANTS ADMINISTRATION SUPERVISORY ASSISTANT 270-D

DISTINGUISHING FEATURES OF THE CLASS: This position involves the performance of technical support, research based and clerical support duties to assist the Department of Grants Administration Supervisor with implementation and administration of existing and new grant initiatives. Incumbent will provide technical assistance to program administrators, department heads and other County division/department staff with respect to the administration of grant programs and projects. 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.*

Assist the Dept. of Grants Administration (DGA) Supervisor with grant applications submissions;

Works with County staff who are primarily responsible for grant administration, and assists those in understanding the grant requirements as part of the overall effort to ensure County compliance;

Provides technical assistance to program administrators, department heads and other County Government division/department staff involved in the administration of grant programs/projects;

Administers grant programs awarded to the County as directed by DGA Supervisor;

Tracks activities with open and closed grant files and obtain information as needed;

Accesses NYS Grants Gateway, Grants.gov and other e-Grant systems relative to locating funding opportunities, filing grant applications and program administration;

Monitors grant and contract management activities with other County staff responsible for grant/program administration, as part of the overall effort to ensure County compliance;

Assists in the training of new staff;

Acts as back-up for staff, as needed, to provide quality assurance performance/oversight;

Maintains and updates client program records from grants administered through the DGA;

Audits vouchers on program end to verify the proper conditions are met to authorize payment and submission of reimbursement request claim packet;

Ongoing contact with local, state and federal liaisons to ensure compliance with required rules and regulations;

Confers with other County staff who may be working on a grant submission, program administrators and assistants regarding grant compliance matters;

Maintains DGA Supervisor appointment and events calendar;

Maintains DGA payroll;

Perform inventory control of office supplies, equipment and related records;

Acts as DGA records retention contact person/officer;

Operates a variety of office equipment such as personal computer, typewriter, copier etc.;

Performs other duties, as required.

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

TERISTICS: Good knowledge of local, state and federal grant programs; Good knowledge of federal and state community development program requirements; good knowledge of the community development needs of a municipality; good knowledge of arithmetic computations; ability to interpret/understand contracts, forms and local, state and federal guidelines; ability to train and work with County staff on how to administer/understand grant programs/projects etc.; ability to administer grant programs/projects upon request as needed; and ability to work well and communicate with others including staff, local, state and federal contacts.

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 with three (3) years grant related experience; or
- (B) Graduation from high school or possession of a High School Equivalency Diploma and five (5) years of grant related experience.

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.

Y:\CLASPLAN\GRANTS ADMINISTRATION SUPERVISORY ASSISTANT.DOC

Created: 08/02/16

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

Placed in Classplan on 8/11/16

Revised and Replaced in Classplan: 2/9/2023

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