

GRANTS ADMINISTRATOR

229-A

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position involving responsibility for researching, identifying and developing grant applications for economic development and performing activities in connection with administering grants for a town to promote economic development. Work is performed under the general supervision of the town supervisor with leeway allowed for the exercise of independent judgment. Supervision may be exercised over subordinate staff. Does related duties.

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.*

Responsible for developing and writing grant proposals;

Assembles and submits grant requests, including letters, proposals, budgets and presentations;

Conducts research;

Prioritizes projects to keep multiple projects moving in a timely manner;

Meets all deadlines and manages supplemental materials required for proposals;

Performs research into grant-making organizations;

Submits progress reports when requested;

Maintains records in database and paper files, including grant tracking and reporting;

Works on programs to bring tourists into the local area and help business;

Works with local businesses on ideas, grants and other ways to expand and create jobs and grow their businesses;

Works on grants for businesses to upgrade their properties and beautify the community so as to create a better climate for business;

Assesses the needs and interests of the people of the Town of Bethel;

Recommends general policy and specific programs to the BLDC Board;

Solicits funds for the BLDC generally and for specific programs;

Oversees the BLDC financial accounts and transactions;

Maintains awareness of relevant regulatory reports;

Attends the scheduled meetings of the BLDC Board;

Performs other duties as required.

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 or New York State registered college or university with a Bachelor's Degree in Public Administration; or
- B. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Public Administration and two (2) years' experience in public administration; or
- C. Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience in public administration.

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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NYS Civil Service Commission Approval:N/A

Reviewed and placed in SC Personnel Classplan:
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