

**GRANTS PROGRAM COORDINATOR**

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position involving responsibility for researching, identifying and developing grant applications; assessing grant-seeking capacity in various departments; developing and providing trainings and resources to improve grant-seeking capacity; and developing and distributing resources to educate potential grant seekers on available funding opportunities. An employee in this class will be required to write grants, assist others in preparing grant proposals, and develop and deploy training modalities. They may also be required to supervise staff within the Department of Grants Administration. Work is performed under the supervision of the Grants Administration Supervisor or appropriate authority with significant 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.

Performs needs assessment related to County's grant-seeking capacity;

Assesses current training resources and modalities, and identifies opportunities to enhance and develop appropriate training;

Develops County staff training modality and facilitates training to County divisions and departments;

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;

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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;

Creates and updates written resources for County divisions and departments to disseminate

information on grants best practices and available funding opportunities;

Recommends updates and changes to the Sullivan County Grants Best Practices Training Guide;

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 supervise staff of the Department of Grants Administration;

May develop community-facing informational content for distribution via the Department of

Grants Administration website;

May develop basic grant workshops for County divisions and departments, as well as

municipalities;

May maintain files on all grant activities; and

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,

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state, local, private and other grant sources; ability to assess professional capacity needs for grant writing and administration; experience with development of curriculum and training/resource materials; good knowledge of the needs and purposes of various programs and departments of a governmental agency; ability to write and develop grant applications; fiscal-related experience and/or familiarity with budgets and tabular data; 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 Master's Degree or higher; 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 or higher and two (2) years of acceptable experience in identifying and writing grants for the public and/or private sector; or
- (C) 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 and six (6) years of experience as described in (B) above; or
- (D) An equivalent combination of training and experience as defined in (A), (B) and (C) above.

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**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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Last Reviewed: 11/18/2024

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

Placed in Classplan: 1/13/2025