

HUMAN SERVICES GRANTS SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This position involves assisting in the development and implementation of human services grant funding plans for a county, and the performance of technical duties in connection with identifying, applying for and administering federal, state, foundation and/or corporate grants for county and community based human services organizations. Incumbent is responsible for assuring proper and accurate completion of grant applications. The employee is allowed a considerable amount of leeway in initiating and implementing projects which may be of benefit to the public. In exercising such leeway, the employee develops funding sources and contacts to facilitate the process of grants procurement. Assignments are received verbally and in writing from an administrative superior. Work is reviewed in progress and upon completion, through narrative status reports and the success in gaining funding and its programs effective results. Work is performed under direct supervision

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 developing and preparing and monitoring county human services grants and programs
as required by local, state or federal legislation;

Assists in the implementation of human services grant funded plans and programs;

Researches appropriate materials and literature related to federal and state aid programs;

Assists in preparing grant applications for private, state and federal financial assistance on behalf
of county human services agencies;

Prepares statistical analyses and other data to aid in the determination of which applications
should be filed;

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Helps coordinate the activities of various human services organizations relating to their common interests in applying for grants;

Prepares and conducts oral and graphic presentations to inform legislative bodies, governing boards, agency heads and the general public concerning grant programs;

Assists with the tracking and monitoring procedures for grants awarded to county human services agencies to ensure compliance with applicable laws, rules, and regulations.

Develop frame work of the area in which a program might be needed; such as the purpose, how it is to be obtained, what staffing may be needed to effect its success, amount and breakdown of monies necessary to bring to successful conclusion, monitoring the program through an evaluative tool that will enhance the projects funding.

Prepare final narrative report on completed program success/failure based upon conversation, narrative status reports and observation of the program.

Prepares reports and conducts special projects as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of federal, state and local human services program requirements; good knowledge of the human services needs of the county; good knowledge of federal and state aid or grant programs available for the county and/or community based human services agencies; working knowledge of the preparation and use of statistical and research concepts and methods; ability to conduct grant application activities, including research, analysis, and writing comprehensive studies and reports; ability to monitor grant funded programs; ability to make clear and concise oral and graphic presentations; ability to express oneself clearly; ability to get along well with others; resourcefulness; good knowledge of grants preparation, principles

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and practices; ability to conduct interviews for the purpose of obtaining information and to establish and maintain effective working relationships with the public, private, corporate, industry and not-for-profit agencies and their representative.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant Bachelor's degree and one year of full time experience in business administration or public administration, economics, social services, planning or a related field; or
- (B) Graduation from high school or possession of a high school equivalency diploma and five (5) years of full time paid experience as described in (a) above; or
- (C) An equivalent combination of training and experience as described in (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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Last Reviewed: 11/8/2000

Jurisdictional Class: Competitive

Public Hearing : N/A

NYS Civil Service Commission Approval: N/A

Revised and Replaced in Classplan: 2/10/2023
Revised and Replaced in Classplan: 4/8/2025 (Edu)