

## **LIBRARY GRANTS COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for the coordination and management of intergovernmental grants for Public Libraries covered under the County jurisdiction in accordance with established rules and regulations. The incumbent will be responsible for researching available grant funds and writing and preparing grant applications. Work is performed under the general supervision of the administration with considerable leeway in exercising independent judgment in carrying out the details of the work. Does related work 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.*

Researches and investigates all available and potential Federal, State, Local and private funding sources;

Updates and maintains supplemental documents for municipal library grant packages, including board of directors list, mission statement, demographics and statistics and library history.

Establishes and coordinates a project budget and breakdown of costs and payments and an electronic funds system for managing and expending funds;

Secures matching funds for majority of grants and solicit letters of support from community partners;

Attend board meetings to present and discuss grant opportunities and awards;

Prepares and maintains press materials, brochures and other pertinent documents pertaining to programs and projects funded by grants;

Researches and completes grant project applications, including need statement, demographics pertaining to project, planning process, objectives and evaluation methods;

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Perform other library duties as needed, such as checking materials in and out, answering phones, and assisting patrons.

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

**TERISTICS:** Good knowledge of Federal, State and Local funding sources, rules and regulations; good knowledge of various program grants; good knowledge of modern library organizations, procedures, policies, aims and services; skill in collecting, organizing and analyzing data and information related to grant applications; ability to develop and write successful grant applications; ability to express oneself clearly; ability to establish and maintain effective working relationships with others; computer literacy; and thoroughness.

#### **MINIMUM QUALIFICATIONS:**

- (A) Graduation from a regionally accredited college or university or one accredited by New York State Board of Regents to grant a Bachelor's Degree and one year of full-time experience in business administration, public administration, economics, planning or a related field; or
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant an Associate's Degree and three (3) years experience as described in (A) above; or
- (C) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience as described in (A) above.

NOTE: Successful completion of 30 credit hours of coursework at a regionally accredited college or university, or one accredited by the New York State Board of Regents to grant degrees, may be

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substituted for each year of the required work experience in (C) above for a maximum of 60 credit hours.

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Last Reviewed: 8/7/02

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

Revised and Replaced in Classplan: 2/16/2023