

GRANTS ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This is work which primarily involves assisting administrative personnel in the acquisition of grant monies by researching funding sources, tracking existing grant expenditures, gathering information for grant applications and preparing necessary reports. The incumbent will be in frequent contact with representatives of funding sources to gather information relating to available grants. The work is performed under the general supervision of an administrator, but the incumbent has some latitude for independent action in order to secure funding, sometimes on short notice. Does related work as required.

TYPICAL WORK ACTIVITIES:

Reviews traditional and electronic media to identify potential sources of funding from governmental agencies and private foundations;
Assists administrative personnel in the preparation of grant proposals by preparing budgets, composing narratives, writing job descriptions, writing specifications, gathering supporting data from internal and external sources, etc.;
Monitors budget expenditures by the department, including grant monies, by reviewing previous requisitions and vouchers, determining current allocation, seeing which vendor has been awarded the appropriate bid, researching special requirements, if any, and prepares new purchase orders as needed;
Prepares internal budget reports;
Works with individuals requesting specialized equipment or supplies in order to draw up bid specifications;
Tracks existing grants and prepares required reports, whether monthly, quarterly, or annually, including close-out reports, grant renewals, and reports to the Town Board;
Maintains files and prepares notices with reference to programs which impact funding such as worker's compensation and disability, and performs related duties such as scheduling examinations and preparing reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the resources available for seeking funding sources; working knowledge of the principles and practices of administration; ability to communicate effectively, both orally and in writing; ability to prepare written material; ability to read and understand written material; ability to comprehend and interpret policies and guidelines, especially as they pertain to grant applications.

MINIMUM QUALIFICATIONS: A Bachelor's degree and two (2) years of paid administrative, business, or governmental experience which involved writing as a substantial portion of the work (e.g. grant writing, persuasive writing, narrative reports, technical reports, manuals, complex letters, etc.). Typical business writing experience such as the preparation of letters and memoranda will not be considered qualifying experience.

NOTE: A Bachelor's degree or higher in Business Administration, English, Journalism, Public Administration or a related field may be substituted for one (1) year of the required experience.