

GRANTS COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is primarily professional work involving responsibility for overseeing and monitoring a variety of grant related programs, as well as ensuring compliance with policies and regulations, as they apply to sub-recipient agencies. The work is distinguished from that of a Grants Specialist in the complexity of assignments and the level of independent judgement exercised. The work may be performed other than during normal working hours. The work is performed under the general supervision of a higher-level administrator and supervision is provided to a small number of staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Oversees, monitors, and directs grant-related programs in order to ensure compliance with regulations, policies, and procedures of regulatory agencies and funding sources;

Prepares a variety of records, reports and grant applications including ensuring the timely submission and filing of applications;

Monitors and maintains records of the expenditure of grant-related funds in order to ensure appropriate use of funds and maximize reimbursement from funding sources;

Researches, tracks, interprets, and provides recommendations regarding current and proposed New York State and local legislation and federal and New York State regulations, policies, and guidelines in order to identify funding sources and opportunities, and makes recommendations regarding same;

Supervises staff involved in grant applications;

Acts as liaison with federal, New York State, and local entities regarding grant-related programs to gather and exchange information, ensure compliance with regulations and requirements, etc.;

Acts as liaison with sub-recipients in order to provide oversight and conduct annual on-site audits of records, equipment, vehicles, facilities and ensure contractual obligations are met;

Develops and implements procedures and guidelines for current future grants;

Coordinates and monitors all other assigned projects related to grants by providing information for the preparation of specifications for equipment purchases, acting as liaison with other County departments, reviewing the progress of projects and preparing reports regarding same, gathering and organizing administrative data regarding equipment and services in order to comply with federal and New York State requirement, etc.;

Collects and maintains data and prepares documentation regarding programs, services, etc. in order to comply with mandatory reporting requirements in accordance with federal, New York State and County policies, New York State and federal sources and ensure compliance with regulations and guidelines;

Participates in emergency planning, especially as it pertains to grants and operations, response and prevention activities;

Conducts and participates in training, evaluation, and professional development workshops for various grant-related initiatives and programs;

May input and audit procurement purchase orders for all grant expenditures.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of resources available for seeking grant funding sources; thorough knowledge of federal and New York State regulations as they pertain to reading and interpreting grants and legal regulations; thorough knowledge of the principles, practices and techniques of grant applications and monitoring; good knowledge of the principles and practices of administration; ability to communicate effectively, both orally and in writing; ability to prepare written material, including reports and grant applications; ability to understand and interpret complex written material; ability to supervise the work of others; ability to establish and maintain cooperative working relationships with others, including federal, state and local entities.

MINIMUM QUALIFICATIONS: A Bachelor's degree or higher and five (5) years of professional level (i.e., non-clerical), administrative, business, or governmental experience which involved monitoring or developing public related grants, grant projects or contracts.

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

PROMOTION: Two (2) years of permanent status as a Grants Specialist.