



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Maggie Brooks  
County Executive

Brayton McK. Connard, SPHR  
Director

**TITLE:** GRANTS COORDINATOR (Provisional\* Appointment)

**SALARY:** \$35,701 - \$45,796 annually

**LOCATION:** Monroe County Department of Public Health

### **JOB SUMMARY:**

This is a technical and supervisory position responsible for coordinating the daily operations of a grants development function. Duties include providing technical assistance to staff, agency personnel and personnel from outside agencies in the areas of grant identification and preparation, and maintaining communications with funding representatives. The employee reports directly to, and works under the general supervision of an Administrator. General supervision is exercised over a professional and clerical staff. Does related work as required.

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and two (2) years paid-full time or its part-time equivalent experience in a **staff administrative\*\*** capacity involving program development or evaluation, one (1) year of which must have involved grant proposal and report writing; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree and four (4) years of paid full-time or its part-time equivalent experience as described in (A), one (1) year of which shall have involved grant proposal and report writing; OR,
- (C) Any equivalent combination of education and experience as defined by the limits of (A) and (B) above.

**\*\*Staff administrative** experience involves supporting higher-level administrators in the performance of, but not limited to, budget preparation and monitoring; development and/or review of department-wide practices and procedures; evaluating departmental operations; or participation in planning or management activities.

### **SPECIAL REQUIREMENTS:**

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

### **RESIDENCY REQUIREMENT:**

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

**Send Civil Service Application to:**

MONROE COUNTY DEPARTMENT OF PUBLIC HEALTH  
111 WESTFALL ROAD - HUMAN RESOURCES RM.752B  
ROCHESTER, NY 14620

**Posting Date:** July 22, 2014

**Posting Deadline:** August 5, 2014

\*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.