

GRANT ADMINISTRATOR

Code No.: 6-07-003

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an important administrative position involving responsibility for preparation of grant applications for federal, state and local funds for community development projects. The employee provides an exchange of information between community groups and governmental agencies with regard to regulation compliance and promotion of the programs. Work is performed under the general supervision of the Director of Community Development. Direct supervision is exercised over a clerical and technician staff as warranted by the programs. Does related work as required. Is required to do extensive field work.

TYPICAL WORK ACTIVITIES:

Coordinates the collection of data, completion of forms written reports (i.e. Grantee Performance Report) for federal and state programs such as the Community Development Block Grant Application and Housing and Urban Development Funds for Park Development in conjunction with staff and consultants, the Town Board, the Planning Department and special interest groups;

Conducts various information meetings such as Community Development Public Hearings (2 each year), Ward Informational Hearings (4 per year);

Consults with and counsels the Citizens Advisory Committee on a monthly basis concerning community development projects and future plans; meets with concerned special interest groups such as the elderly and handicapped to explain their roles in the community development process;

Administers the Residential Rehabilitation Program (GRIP) by revising forms, approving applications and finalizing proposed plans;

Acts as staff researcher for the Town Zoning Board of Appeals, which includes on-site inspections and taking of photographs;

Attends Zoning Board of Appeals meetings (twice a month) to relay information from inspections;

Performs assigned follow-up data gathering for the Zoning Board;

Attends the Developmental Review Committee meetings for supplemental information;

Writes and reviews legal documents for Zoning Meetings; writes and circulates legal notices and federal forms that pertain to community development regulations;

Maintains channels of communication between the Rochester Housing Authority and the Town concerning rent assistance programs;

Reads and applies all federal regulations to the various grant programs in operation;

Initiates promotion for the various grant projects (brochures, ads, etc); compiles the Citizens Participation Plan which explains the citizen's role in the community development process;

Assists Finance Department in completing vouchers requesting draws of Federal funds and updating records; assists assigned auditors in completing Federal compliance audits;

Compiles and submits bi-monthly reports to HUD concerning expenditures of community developmental funds;

Consults with Director of Community Development concerning proper functioning of grant administration.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of those federal and state agencies, their rules, regulations and forms concerning the awarding and disbursement of community development funds; good knowledge of the town's economic status and the groups that contribute to it; good knowledge of zoning regulations and terminology; good knowledge of accounting; good knowledge of budget preparation; working knowledge of graphic illustration; good oral and written communication skills; ability to do research ability to compile financial and narrative reports from a variety of data sources; ability to establish good working relationships with others; ability to take photographs; ability to make valid judgments; initiative; good judgment; integrity; innovativeness; health commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Public or Business Administration, Sociology or related fields, plus one (1) year of experience in public administration; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Public or Business Administration, Sociology or related fields.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: January 8, 1981
W.P.