

## **GRANTS ANALYST**

Code No. 9-10-010  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is a technical staff position responsible for the research, writing, and coordination of grant proposals. Duties involve providing technical assistance throughout the grant development process in one or more of the following areas: writing grant proposals or proposal components, identifying grant sources, interpreting grant rules, regulations, and budgetary requirements, and coordinating submission deadlines. The employee reports directly to, and works under the general supervision of a Director of Grants and Business Office or other higher level staff member. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related activities may be performed although not listed.)

Act as a grant researcher, developer, and post-award compliance monitor;

Utilizes traditional and electronic media to identify potential sources of funding;

Writes grant proposals or components of grant proposals;

Interprets grant rules and regulations and monitors grant development to ensure compliance;

Coordinates timetables, meetings, input, and deadlines to expedite timely grant submission;

Assists in the development of evaluation criteria to measure grant program effectiveness;

Reviews proposed program budget and identifies those items not covered by grants;

Consults with staff relating to grant funding, efficiencies and effective use of funds;

Develops related narrative or tabular reports;

Informs the staff of the existence of funding sources;

Assists establishing procedures for processing grant applications to various state and federal agencies;

Maintains records on federal and state aid;

Reviews departmental and program budget to determine feasibility of securing additional grant funds to supplement monies for programs;

Interprets complex award documents, as well as federal and state government policies and the corresponding agency policies, procedures and guidelines;

Responds to external and internal audits and management requests, ensuring the comprehensive documentation of all relevant activities.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of grants analysis, development and proposal writing; ability to identify grant sources; ability to conduct research; ability to coordinate and monitor grant proposal process; ability to compile quantitative and narrative reports; good knowledge of software and accounting

applications; ability to work with related software, ability to interpret and disseminate information, ability to decipher programmatic models, and frame results of policy analysis in a clear, cogent and concise manner; arithmetic ability; ability to understand grant funding resources; ability to understand how appropriations are determined and allocated; ability to communicate effectively, both orally and in writing; good judgment; physical condition commensurate with the demands of the position.

**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 plus one (1) year paid full-time or its part-time equivalent experience in developing grant applications, researching fund sources for grants, and monitoring grant activities from local, state or federal agencies; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus three (3) years paid full-time or its part-time equivalent experience as defined in (A) above; OR,
- (C) Five (5) years paid full-time or its part-time equivalent experience as defined in (A) above; OR,
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B) and (C) above.

**SPECIAL REQUIREMENT:** If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York state or otherwise demonstrate your capacity to meet the transportation needs of the job.

**ADOPTED:** March 19, 1981  
**REVISED:** October 8, 2015