

## **GRANTS COORDINATOR**

Code No.: 910011  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** 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.

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

Identifies grant sources;

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;

Assists in developing reports and other documents required by funding agencies;

Coordinates efforts of grant writing team, by assigning grant components, reviewing assignments and editing where necessary;

Provides technical assistance to administrators on grant sources and subsequent grant preparation;

Assists in training staff, writers, consultants and outside agency personnel in grant development by conducting seminars, workshops and providing on the job training;

Assists in preparing and presenting reports to higher-level administrators;

Acts as liaison for State, Federal and foundation funding sources;

Acts as a congressional liaison;

Assists in budget preparation for grant components;

Makes presentations to review committee.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of grant development and proposal writing; good knowledge of Federal, State, and foundation funding sources; ability to use a personal

computer and related software; ability to act as liaison with representatives of various funding sources; ability to construct and conduct a variety of training tools with regard to grant development; ability to conduct research; time management ability; ability to coordinate and monitor grant proposal development; ability to compile quantitative and narrative reports; mathematical ability; ability to understand how appropriations are determined and allocated; ability to communicate effectively both orally and in writing; supervisory ability; 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 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:** If you are appointed, you will be required to possess a valid license to operate a vehicle in NYS, or otherwise demonstrate your ability to meet the transportation needs of the position.

**ADOPTED:** August 6, 1981  
**REVISED:** August 13, 1987  
**REVISED:** May 9, 2002  
**REVISED:** May 8, 2014