

## **GRANTS COORDINATOR / PUBLIC INFORMATION SPECIALIST**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is a professional position involving responsibility for researching, identifying and developing grant applications and for the coordination of public information activities relating to issued grants. This class is required to write grants and contracts and assist others in preparing grant proposals, as well as to prepare newsletters, publications and other releases. Work is performed under the supervision of a higher level administrative employee, with leeway allowed for the exercise of independent judgment and initiative. Supervision is not normally a function of this class.

### **TYPICAL WORK ACTIVITIES:**

1. Researches, identifies and develops potential grant opportunities by searching for program ideas using on-line information retrieval systems;
2. Assists administrators in planning and developing grant applications and reviewing and processing grant documents;
3. Maintains information file on grants, including what programs are available, where to apply for which programs, and trends in federal, state and private programs;
4. Investigates and identifies new funding possibilities;
5. Operates on-line information retrieval systems for grant and funding information;
6. Prepares a variety of reports and studies, i.e. quarterly reports;
7. Monitors federal, state and other regulations concerning grants and contracts and ensures compliance;
8. Gathers information from a variety of sources to prepare informational publications;
9. Meets with members of the community and/or school representatives on planned activities and programs to prepare news releases and informational materials;
10. Schedules and conducts meetings, workshops, training and other activities;
11. Meets with local officials in citizens groups to organize educational, informational, and other local programs and promotions;
12. Attends conferences, training sessions and workshops related to grant activity;
13. Does related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of modern research practices and techniques; good knowledge of federal, state, and private grant programs and grant sources; ability to write and develop grant applications; ability to research grant opportunities; ability to communicate effectively, both orally and in writing; ability to establish effective working relationships with a wide variety of people; ability to understand and interpret complex oral and written information; resourcefulness; initiative; physical condition commensurate with the demands of the position.

**GRANTS COORDINATOR / PUBLIC INFORMATION SPECIALIST** (Cont'd)

**MINIMUM QUALIFICATIONS:**

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and one year of paid work experience which involved communications, grant writing, or a closely related field and which included fiscal reporting;
- OR: (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree and two (2) years of paid work experience which involved communications, grant writing, or a closely related field and which included fiscal reporting;
- OR: (C) An equivalent combination of the training and experience in (A) and (B) above.

AM2201

ADOPTED: 09/04/97

REVISED: 01/05/98