

GRANTS PROGRAM COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS:

This is a professional position responsible for developing, administering, and coordinating the service of grant program(s) for the County. Responsibilities include monitoring compliance with governmental regulations and grant requirements, preparing scope of services, processing contracts, preparing all mandated reports, monitoring compliance, evaluating local service agency providers and making recommendations on grant money expenditures based on community needs and service provisions. The incumbent should develop expertise in the specific service area(s) and particular grant regulations for which they are responsible. In addition, the incumbent should have overall knowledge and ability in the development, administration, monitoring, and evaluation of grant programs. This position will involve a significant amount of interaction with other County departments and will be the liaison to the county employees working with the service providers. Supervision is received from a higher-level administrative position in the department overseeing contracts. Supervision over the work of others is not normally a function of this position but limited supervision could be exercised over subordinate employees.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. They are not meant to be all inclusive and do not preclude a supervisor from assigning activities not listed which could be reasonably expected to be performed by an employee in this title.

1. Develops and submits annual federal grant application for funding of programs and services in specific grant area;
2. Assists with the development of procurement specifications and contract documents for projects, programs, and professional services;
3. Coordinates all aspects of the bid process, including creating and maintaining a tracking system for contracts, expiration dates, vendor response and performance data;
4. Solicits proposals/estimates from outside vendors; monitors contractors/vendors based upon past performance, recommendations, research, etc.;
5. Assures that all annual grant conditions of award are met and are in compliance with according to State or federally established deadlines and prepares and submits all required reports to the appropriate state/federal agencies;
6. Acts as liaison to the program director overseeing the grant;
7. Develops expertise in the grant program area; must be knowledgeable in problems, needs and effective service provisions to ensure maximum program performance and compliance with contract terms, federal regulations, and quality assurance standards;
8. Assists the department with community needs assessments efforts;
9. Monitors service delivery contracts in the grant program area(s);
10. Develops, maintains and analyzes data to monitor and evaluate contract performance and to justify funding decisions;
11. Establishes and maintains working relationships with voluntary agencies and community-based organizations to promote the development and implementation of comprehensive program services;
12. Assists with annual budget preparation.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the principles and practices of grant contract development, monitoring, and evaluation in order to apply for and receive grants and monitor program services; Thorough knowledge of state regulations

GRANTS PROGRAM COORDINATOR (Cont'd)

and federal guidelines governing grant programs in general and the specific program area of grant being administered; Good knowledge of systems for data collection and analysis; Good knowledge of the methods of program evaluation; Good knowledge of the principles and practices of administration including budgeting, record keeping and data control functions; Good knowledge of community resources available to meet the needs of the grant program population; Ability to establish and maintain effective working relationships with a wide variety of people; Ability to prepare and present reports and analyze statistical and financial data; Ability to develop and monitor budgets; Personal characteristics necessary to perform the duties of the position; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER:** (A) Master's degree and one (1) year of experience in grant administration involving the development of grant applications and the monitoring and evaluation of grant programs and budgets;
- OR:** (B) Bachelor's degree and three (3) years of experience in grant administration involving the development of grant applications and the monitoring and evaluation of grant programs and budgets;
- OR:** (C) Associate's degree and five (5) years of experience in grant administration involving the development of grant applications and the monitoring and evaluation of grant programs and budget;
- OR:** (D) An equivalent combination of education, training and experience between the limits of (A) and (C) above.

NOTE: Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

NOTE: The grant administration experience must be at the professional level. Secretarial support work in grant application and administration does not qualify for this position.

SPECIAL REQUIREMENT:

Possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain position.

AM2202

ADOPTED: 01/01/05

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