

GRANTS MANAGER I

DISTINGUISHING FEATURES OF THE CLASS: This administrative position involves the responsibility for office and field functions of coordinating the implementation of grants including monitoring the expenditure of funds and tasks to completion. Prepares and assists in the preparation of grant applications and overseeing, and identifying sources of grant monies. Work is performed under the general supervision of the Department Head with latitude allowed for the exercise of independent judgement and initiative.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Administers Empire Zone Program, including annual budget, contract, state and local vouchering, financial reports and zone annual reporting; Develops coordinate, manage, evaluate and promote availability of business training programs and technical assistance; Responsible for coordinating the implementation of grants and loan programs including monitoring the expenditure of funds and tasks to completion; Researches potential sources of funding; Assists in preparation and submission of grant applications; Preparation of grant budgets and modifications; Prepare and submit grant progress reports; Process checks, invoices and vouchers in relation to grant funding and loan programs; Maintains website information to provide outreach to residents regarding programs and projects in Economic Development within Delaware County; Works closely with grant recipients to ensure that grants are being executed effectively by identifying areas that are in need of attention; Collects and compiles data and statistics.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of the principles and practices of administration and fiscal accounting, monitoring and control; Working knowledge of Federal, State and local laws, regulations and policies as they apply to the administration of grants; Working knowledge of the resources available for seeking grant funding; Ability to establish and maintain effective work relationships with a wide variety of people; Ability to communicate effectively both orally and in writing; Ability to prepare detailed and complex, technical written material including grant applications; Ability to research grant opportunities; Ability to understand and interpret complex oral and written information including regulations, policies and procedures, especially as they pertain to grant application, implementation and oversight; Resourcefulness and initiative; Good professional judgment, tact and courtesy; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

- A. Graduation from a regionally accredited or New York State registered college with a Bachelors Degree in Business or Public Administration, Accounting, or related field; OR
- B. Graduation from a regionally accredited or New York State registered college with an Associates Degree in Business or Public Administration, Accounting, or related field and 2 years experience in either 1) Grant writing or grants management; OR 2) Accounting or account keeping experience related to tracking program revenues and expenditures; OR 3) Administrative business or governmental experience which involves the writing of detailed, complex narrative reports, technical reports, policies and procedures or similar written materials as a substantial portion of the work or related type of work as described in 1, 2, or 3; OR

C. Graduation from high school or possession of a high school equivalency diploma and a minimum of three years of the experience specified in one of the following areas: Grant writing or grants management; OR 2) Accounting or account keeping experience related to tracking program revenues and expenditures; OR 3) Administrative business or governmental experience which involves the writing of detailed, complex narrative reports, technical reports, policies and procedures or similar written materials as a substantial portion of the work.

Adopted 9/10/09