

GRANTS MANAGER II

DISTINGUISHING FEATURES OF THE CLASS: This is specialized administrative work involving responsibility for coordinating the implementation of grants including monitoring the expenditure of funds and tasks to completion. Where time allows, prepares or assists in the preparation of grant applications and overseeing, and identifying sources of grant monies. The work is performed under general supervision of the assigned department head with considerable latitude allowed for the exercise of independent judgement and initiative. Supervision of others is not normally a responsibility of this position. However, the incumbent is required to work closely with others and will evaluate the performance of agencies and/or individuals as it relates to the implementation of grants.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Maintains an active list of ongoing and proposed grants; Reports on progress of grant applications; Meets with various individuals to discuss the implementation and administrative oversight of approved grants, including but not limited to contract development, program evaluation, accounting procedures to accurate document revenues and expenditures, etc.; Oversees and coordinates the implementation of grants to ensure all control and reporting mechanism are being adhered to; Works closely with grant recipients to ensure that grants are being executed effectively by identifying areas that are in need of attention; Coordinates or writes progress reports as requested; Using traditional and electronic media identifies potential sources of funding for various projects and programs; Researches, tracks and reports upon current and proposed local and state regulations, legislation, guidelines and grant opportunities which may provide new funding sources; Meets with agency personnel to discuss potential sources for funding; Coordinates the application process for grants to ensure various sources of funding are utilized in the best manner possible to maximize funding and to achieve overall objectives; May prepare or assist in the preparation of grant proposals including but not limited to preparing budgets, composing narratives and gathering supporting data from internal and external sources; When so authorized may assist communities in obtaining grants by reviewing their grant applications for administrative or technical flaws.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of the principles and practices of administration and fiscal accounting, monitoring and control; Good 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 funding, including funding sources related to the New York City watershed regulations; 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, English, Journalism or related field and one year of 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 4) Work related to the type described in 1, 2 or 3; OR
- B. Graduation from high school or possession of a high school equivalency diploma and five years of the experience specified in 1 above; OR
- C. An equivalent combination of training and experience as defined by the limits of A and B above.

Adopted 5/18/00

Reviewed 10/03/03

Revised 12/22/09