

GRANTS ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative and supervisory position involving the responsibility for office and field functions of coordination and implementation of grants including monitoring the expenditure of funds, tasks completion and supervising the work performed under specific funding guidelines. An employee in this class performs professional level work in identifying possible funding sources to develop programs that may be available; The incumbent is responsible for obtaining, administering and supervising specific community development projects; The work is performed under the general supervision of a governing board or other governmental official with considerable latitude allowed for the exercise of independent judgment in carryout out assigned duties. Direct supervision may be exercised over a small clerical and/or technical staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Supervises and participates in the administration of specific community development grants to improve housing and commercial buildings and to carry out public works projects; Meets with government officials, private contractors and developers to discuss the nature and extent of projects to be undertaken; Visits work sites and meets with contractors before and during the work phase of a project to insure that the job is being done in conformance with contract specifications; Deals with the general public in various matters related to carryout community development projects; Oversees and participates in the preparation of progress reports as required by State or Federal agencies and the municipality; May assist in the preparation of applications for the renewal of community development grants or loans.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of Federal, State and local laws, regulations and policies as they apply to the administration of development funding/grants; Good knowledge of modern techniques used in building and public works construction; Working knowledge of construction contracts; Working knowledge of procedures related to real estate transactions and property appraisal; Ability to establish and maintain effective work relationships at an administrative level; Ability to deal effectively with the general public; Ability to read and understand complex written material; Resourcefulness and initiative; Good professional judgment, Tact and courtesy; Physical condition suitable to the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

- A. Graduation from a regionally or New York State registered college with a Bachelor's Degree in Business or Public Administration, Accounting, Economics or related field with one year experience in marketing, planning, grant administration or related experience; **OR**
- B. Graduation from a regionally or New York State registered college with an Associate's Degree in Business or Public Administration, Accounting, Economics or related field with three years experience in marketing, planning, grant administration or related experience two of which must have been in a supervisory or administrative capacity; **OR**
- C. Graduation from a high school or GED with six years experience in marketing, planning, grant administration or related experience two of which must have been in a supervisory or administrative capacity; **OR**

D. An equivalent combination of training and experience as defined by the limits of (A), (B), and (C) above.

Revised 11/10/83; 7/2/12