



DATE: February 26, 2024

TO: **ALL COUNTY EMPLOYEES AND ELIGIBLE CANDIDATES**
(This is a competitive class position.)

FROM: Elizabeth Corrado, Esq., Public Defender
280 Wall Street, Suite 3, Kingston, NY 12401

JOB VACANCY: Grant Specialist / Permanent/Provisional / Full-Time / Benefited

LOCATION: 280 Wall St

SALARY: \$27.31 / hour (Grade 12)

FILL DATE: March 18, 2024

DISTINGUISHING FEATURES OF THE CLASS: This is an important technical position involving responsibility for researching, identifying and the development of grant opportunities. An incumbent in this class will oversee the preparation, submission and follow-through of grant applications. The incumbent works under the general direction of higher ranking professionals or administrative staff with latitude for the exercise of independent judgment. Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the laws, rules, regulations and guidelines applicable to grant programs; thorough knowledge of federal, state and private grant programs and grant sources; good knowledge of modern research practices and techniques; good knowledge of work processors and personal computers; ability to write and develop grant applications; ability to research grant opportunities; mathematical ability; ability to communicate effectively both orally and in writing; ability to establish effective working relationships with a wide variety of people, particularly with government and community based agencies; ability to understand and interpret complex oral and written information; resourcefulness; initiative; good judgment; tact and negotiation abilities.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and one (1) year of full-time paid, or its part-time equivalent, work experience in writing proposals or grants;
OR
- B. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree and three (3) years of full-time paid, or its part-time equivalent, work experience in writing proposals or grants; **OR**
- C. An equivalent combination of training and experience as described in A and B above.

IF COLLEGE OR UNIVERSITY EDUCATION IS INDICATED; TRANSCRIPTS ARE REQUIRED AND SHOULD BE ATTACHED TO ALL APPLICATIONS RECEIVED. A CANDIDATE LACKING THE REQUIRED TRANSCRIPTS WILL RECEIVE A CONDITIONAL APPROVAL PENDING THE RECEIPT OF TRANSCRIPTS.

Special Requirement for appointment to Ulster County positions: In accordance with Ulster County Legislative Local Law Number 14 of 2007 or by other State and Federal Statutes, candidates for employment to all Ulster County positions must obtain clearance for appointment from the Department of Criminal Justice Services or other mandated Federal and State regulatory authority based upon fingerprinting and a criminal history background check.

ULSTER COUNTY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.