

## **GRANT PROCUREMENT MANAGER**

**DISTINGUISHING FEATURES OF THE CLASS:** Under general supervision, an incumbent of this class is responsible for the procurement of federal, state, county and private funds designed to enhance the quality and quantity of services provided to the public. This is achieved by identifying potential funding sources; matching them with appropriate needs or operations; formulating necessary procedures for the timely and accurate review and submission of proposals; and establishing the necessary controls to utilize the funding effectively and efficiently in compliance with grantor requirements. Contacts are established with federal, state, county, and private agency personnel as well as municipal department heads and officials. The incumbent also participates in planning efforts for the pursuit of initiatives in alignment with county priorities that may be confidential in nature. The incumbent works under the general supervision of the Deputy Director of Innovation with considerable leeway allowed for the exercise of independent judgment. Supervision may be exercised over clerical and technical support personnel. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Researches, develops and coordinates efforts to procure funding from federal, state, county and private agencies;

Develops and maintains contacts with grantor agency officials to maintain awareness of availability of funding, keeps abreast of policy changes, and facilitates the acquisition process;

Interprets legislation, directives, policies and procedures as they effect the acquisition of funding and formulates plans and procedures designed to comply with these mandates;

Identifies and researches eligible funding opportunities and convenes partners for evaluation;

Researches and collects information for writing applications, including working with department heads/officials to obtain statistics/documentation and to develop proposals prior to submission to the funding source;

Works closely with Budget team and impacted county department in the creation of the application Budget;

Receives notification of awards and coordinates with the Grant Administration Manager and county department co-lead to develop implementation plan;

Maintains records of submitted and awarded application materials;

Coordinates the creation of a monthly newsletter for community residents outlining funding opportunities with a heavy focus on green technologies;

Coordinates the creation of a monthly newsletter for businesses, municipalities and non-profits with tips for identifying, applying, or pursuing grants;

Maintains a list of free online grant trainings that can be accessed by businesses, municipalities and non-profits;

Meets regularly with County Executive team staff to discuss county priorities and objectives, explore the possibility of securing grant funds to meet those needs, and to advise them of the process to establish eligibility in obtaining funds and other requirements;

Maintains schedules for various grant applications to ensure the timely submission of proposals to the funding source;

Advises management of the potential benefit limitations;

Monitors grant activities to assure compliance with various grantor requirements;

Meets with department heads and/or municipal officials to discuss priorities and the possibility of securing funds to meet those needs, and to inform them of the process involved in obtaining funds and their concomitant obligations;

Uses computer applications such as spreadsheets, word processing, email, calendar and database software in the performance of work assignments;

As appropriate, advises county departments staff on the creation of multi-year grants or grants that can be easily reapplied for, in an effort to build department efficacy;

May supervise clerical and technical support personnel.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of the policies, procedures and techniques involved in obtaining grant funding; good knowledge of the department organization and functions; good knowledge of research tools and resources; ability to make and prepare persuasive oral and written presentations, grant proposals and reports; ability to conduct research and develop statistics and documentation to support proposals; ability to develop guidelines and procedures for preparing and reviewing proposals; ability to identify and protect confidential information; ability to establish and maintain effective relationships with a wide variety of people, particularly with department heads, municipal officials and grantor agency personnel; ability to evaluate grant proposals or sources in terms of identified needs; ability to effectively use computer applications such as spreadsheets, word processing, e-mail and database software; resourcefulness; initiative; good judgment; integrity; tact.

**MINIMUM QUALIFICATIONS:** Either:

- A. Possession of a Bachelor's Degree and four (4) years\* of full-time paid or its part-time equivalent, work experience that involved grant writing, grant procurement or coordination and administration of public or private grants; **OR**

B. Possession of an Associate's Degree and six (6) years of full-time paid, or its part-time equivalent, work experience that involved grant writing, grant procurement or coordination and administration of public or private grants; **OR**

C. An equivalent combination of training and experience as described in A and B above.

**\*Substitution:** Credits towards a Master's Degree in Public Administration, Business Administration, Finance, Accounting, Management, Planning or closely related field may be substituted for each year of the experience (as described in A above) at the rate of thirty credits per year for a maximum of two (2) years.

**Note:** Your degree or college credits must have been awarded or earned 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. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

ULSTER COUNTY  
3273 GR PRC MGR  
Classification: Competitive  
MGT

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