

GRANT ADMINISTRATION MANAGER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the administration and monitoring of federal, state, county and private funds designed to enhance the scope 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 working with recipient departments to establish necessary controls to effectively comply with funding programmatic and reporting requirements. Extensive contacts are established with federal, state, county, and private agency personnel as well as municipal department heads and officials. Technical advice and assistance are provided to management staff regarding available funding, procurement procedures, and funding requirements. 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 and initiative in work methods. Supervision is exercised over a small professional/clerical support staff. 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.

Participates in planning initiatives relating to the development of projects that align with county priorities, for which funding will be sought;

Meets regularly with County Executive team to discuss county priorities and objectives, and with department managers to discuss departmental priorities and objectives, to 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;

Works closely with the Grant Procurement Manager to review status of in-process applications and awarded applications;

Develops and coordinates efforts to research and maximize funding available from federal, state and private agencies;

Works with department designated co-leads to host initial meeting and implementation plan for grant funding and prepares co-leads to assume control of second year or re-awarded grants;

Works with department co-leads in assembly and submission of reports to funders and monthly reports to Deputy County Executives that can be shared externally;

Works with UC Information Services to identify mechanisms for tracking and reporting grants data ensuring compliance with funder requirements;

Attends monthly meetings and works closely with Budget team to review awarded budget, make necessary modifications and lead the creation of resolutions for accepting awarded grants;

Conducts sustainability planning for funded projects;

Reviews legislation, regulations and public issues as they relate to the availability of discretionary and non-entitlement funding, and formulates strategies to meet application requirements and expedite the award process;

Coordinates various funding procedures to ensure adequate and appropriate funding for capital and services, as appropriate and maintains all administrative material related to equipment or services procured through federal and state capital grants;

Assists the Innovation staff in the development of departmental work plans to aid in the assessment of future grants potential in aligning with strategic priorities;

Monitors grant funded programs and activities to ensure compliance with various grant requirements;

Serves as liaison with various business initiatives;

Supervises and trains grants professionals and support staff;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Directs quarterly project status meetings with various departments, and prepares and maintains quarterly financial status reports, as necessary;

As needed, coordinates implementation groups for awarded grants that have multiple partners or stakeholders, in an effort to maintain progress and ensure work plan compliance;

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 discretionary and non-entitlement federal, state and private funds; good knowledge of the department's organization, policies, procedures and objectives; good knowledge of the principles and techniques of administration; good knowledge of research tools and resources; ability to analyze the organization and functions of departments; ability to make and prepare persuasive oral and written presentations, grant proposals and reports; ability to develop necessary internal guidelines and procedures for preparing and reviewing proposals; ability to identify and protect confidential information; ability to establish effective working relationships with public officials and management personnel both internally and with grantor agencies; ability to evaluate grant proposals to ensure compliance with requirements; ability to plan and supervise the work of others; 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 where the primary function of the position was in grants writing, management or grant application review; **OR**
- B. Possession of an Associate's Degree and six (6) years of full-time paid, or its part-time equivalent, work experience where the primary function of the position was in grants writing, management or grant application review; **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 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
3272 GR ADM MGR
Classification: Competitive
MGT

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