

GRANT SPECIALIST

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.

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, identifies and develops potential grant opportunities by searching for program ideas and sources;

Explores and recognizes new funding possibilities for improvement of services;

Interprets grant rules and regulations and monitors grant development to ensure compliance with mandates, goals and objectives;

Coordinates timetables, meetings, input, and deadlines to expedite timely grant submission;

Prepares final grant contract proposal submissions;

Prepares reports of results of data analyses in such areas as demographic data, etc. and sources of grant funding;

Maintains information file on grants, including what programs are available, where to apply for which programs, and trends in federal, state and private programs;

Assists administration in grant and contract management activities;

Prepares evaluations and research reports as required;

Monitors federal, state and other regulations concerning grants and contracts to ensure compliance;

Assists in budget preparation for grant components and presents it to the review committee or board;

May assist in training staff, consultants and outside agencies in grant development by conducting seminars, workshops and providing on-the-job training.

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.

ULSTER COUNTY
3275 GRANT SPEC
Classification: Competitive
Grade: 12
Union: CSEA

Adopted: December 10, 2018
Revised: February 11, 2019