

GRANTS COORDINATOR (BOCES)

DISTINGUISHING FEATURES OF THE CLASS: The work involves the responsibility of conducting research in the procurement of Federal, State, County and private grant funding designed to support and enhance the quality of the educational services provided by Ulster County BOCES to component school districts. An incumbent is responsible for identifying potential funding sources, matching them with appropriate educational needs, formulating necessary procedures for the writing, timely and accurate review, and submission of proposals. Upon award of grants, the employee notifies the responsible parties of the contract procedures and the approved budget parameters. Extensive contacts are established and maintained with Federal, State, County and private agency personnel as well as school district officials. The work is performed under the general supervision of the District Superintendent of BOCES or their designee. An incumbent in this position is required to exercise wide latitude of personal judgment in conformance with policies, procedures and techniques involved in obtaining grant funding. Supervision may be exercised over the work of a clerical 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.

Researches all Federal, State and local legislation, projects, and programs for the opportunities they offer for potential educational grants, entitlements, and allocations relevant to the needs of BOCES and component school districts;

Assists the administrators and professional personnel in planning grant applications that create the most appropriate utilization of funds available, ensuring conformity to Request for Proposal (RFP) criteria and guidelines;

Obtains information, data and application forms necessary to fulfill the requirements of the grant applications, utilizing both printed and Internet resources;

Writes grant proposals, receives and approves amendments, and files all applications for funding, including the submission of applications on-line;

Prepares and files periodic reports to the grant-funding agencies detailing progress towards grant objectives and providing other relevant information to BOCES;

Compiles and maintains written records and reports on the results of all grant-funded projects and disseminates information as appropriate to the BOCES Board of Education and other educational institutions, the State Education Department, the US Office of Education and other interested parties;

Establishes standard practices and procedures for receiving and processing requests from BOCES and component school district personnel seeking grant funding, ensuring consistency and accuracy in all BOCES submissions;

Conducts in-service educational workshops in grants-writing, the drafting of project proposals, and the interpretation of grantor specifications;

Establishes a research regimen in order to be continually informed of changing trends and requirements regarding available funding;

Prepares an annual report summarizing the evaluations of all grant-funded programs in various stages of development, including new and existing programs and those programs planned for the future;

Prepares and administers a budget for the grant office, utilizing a computerized accounting program;

May act as a liaison and coach to grant writers in other BOCES programs as well as between schools and other agencies on all projects of a joint-community nature that are expected to involve a school which may be funded by Federal, State or local grants.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the guidelines, procedures and techniques involved in obtaining grant funding; good knowledge of the educational objectives of BOCES and component school districts; good knowledge of research tools and resources; working knowledge of the capabilities, function and potential of the internet as a research tool; working knowledge of current windows-based and web-based office software applications; ability to write clearly and concisely in preparing written grant proposals and reports; ability to conduct needs assessment, research and evaluation relative to grant proposals; ability to maintain effective relationships with others; ability to communicate effectively both orally and in writing; ability to manage multiple assignments and priorities; sound professional judgment; resourcefulness; initiative; tact; integrity.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a New York State registered or regionally accredited college with a Master's Degree in Educational Research, Public Administration or Business Administration or closely related field majoring in planning and/or project development and one (1) year experience in grant writing, grant procurement, coordination or administration of a public or private grant program; **OR**
- B. Graduation from a New York State registered or regionally accredited college with a Master's Degree and three (3) years experience in grant writing, grant procurement, coordination or administration of a public or private grant program; **OR**
- C. Graduation from a New York State registered or regionally accredited college with an Bachelor's Degree in Educational Research, Public Administration or Business Administration or closely related field majoring in planning and/or project development and three (3) years experience in grant writing, grant procurement, coordination or administration of a public or private grant; **OR**

- D. Graduation from a New York State registered or regionally accredited college with an Bachelor's Degree and five (5) years experience in grant writing, grant procurement, coordination or administration of a public or private grant.

ULSTER COUNTY
3276 GRT CD BOC
Classification: Competitive
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Adopted: July 21, 2005
Revised: May 17, 2006
Revised: February 28, 2008
Revised: February 7, 2018