

## **OD GRANTS MANAGER**

**DISTINGUISHING FEATURES OF THE CLASS:** This is an administrative position within the Ulster County Sheriff's Office which is responsible for assisting in the administration of grant systems for the Ulster County High-Risk Mitigation Team (HRMT). The work may involve technical assistance in all phases of grant management, data collection, database management, data entry, reports, and project data monitoring. The work is performed under the general supervision of the Opioid Use Disorder Systems Specialist, with considerable leeway allowed for the exercise of independent judgment and initiative in work methods. Supervision is not generally a function of this class. 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.

Interprets grant rules, regulations, requirements and content for contractors, vendors and consultants;

Maintains contractor, subcontractor and supplier information and uploads reports into the grant system;

Monitors federal, state and other regulations concerning HRMT grants to ensure compliance with mandates, goals and objectives;

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

Generates and uploads appropriate reports regarding grant activities to the appropriate database;

Responsible for HRMT grant database management and maintenance;

Operates a variety of standard office equipment, including computer and software applications;

Creates and reviews correspondence regarding grant management;

Schedules meetings for the High-Risk Mitigation Team;

Prepares reports and maintains records as required;

May maintain and correspond data related to grants and/or amendments to the Sheriff's Office fiscal agent.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of the principles, techniques, laws and regulations involved in grant management; good knowledge of Federal, State and local laws, regulations and policies as they apply to the administration of grants; working knowledge of data management techniques including current database management systems; working knowledge

of the department's organizations, policies, procedures and objectives; ability to read, interpret and evaluate grant requirements and content; ability to prepare correspondence and reports; ability to effectively use standard office equipment; ability to establish and maintain effective working relationships with various groups and agencies; initiative; tact; courtesy.

**MINIMUM QUALIFICATIONS:** Either:

A. Graduation from an accredited college or university with a Bachelor's Degree in Business Administration, Public Administration or a closely related field and one (1) year of full-time paid or its part-time equivalent, experience in grant writing, grant procurement, coordination or administration of a public or private grant program; **OR**

B. Graduation from an accredited college or university with an Associate's Degree in Business Administration, Public Administration or a closely related field and three (3) years of full-time paid or its part-time equivalent, experience in grant writing, grant procurement, coordination or administration of a public or private grant program; **OR**

C. Graduation from high school or possession of a high school equivalency diploma and five (5) years of full-time paid or its part-time equivalent, experience in grant writing, grant procurement, coordination or administration of a public or private grant program; **OR**

D. An equivalent combination of training and experience as indicated in A, B and C above.

ULSTER COUNTY  
4588 OD GR MGR  
Classification: Competitive  
Union: UCSEA

Adopted: December 8, 2020