

RECOVERY AND RESILIENCE PROJECT MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This administrative position is responsible for coordinating the implementation of, and leading the grant writing process for various Recovery and Resilience projects designed to strengthen and make Ulster County more equitable due to the impact of the COVID-19 pandemic. These projects include but are not limited to: American Rescue Plan Act (ARPA) spending, implementation of County plans supporting Recovery and Resilience including the Housing Action Plan, Green New Deal, and Behavioral Health Task Force recommendations, and community infrastructure projects such as community development, open space and recreation programs. The incumbent is responsible for coordinating and overseeing project management and grant application and management for all Recovery and Resilience projects. These tasks may include working with County departments and municipalities to move projects through planning, review, contracting, and permitting, identifying potential funding sources, developing funding resources and grant budgets, writing grants, and monitoring and coordinating report evaluations on existing grants. This position requires a high degree of confidentiality as the incumbent deals with sensitive information. The work is performed under the general supervision of the Director of Recovery and Resilience with wide leeway allowed for the exercise of independent judgement. Supervision may be exercised over subordinate staff involved in the administration of Recovery and Resilience projects. 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.

Coordinates the implementation of Recovery and Resilience projects, working with all relevant program and service departments;

Coordinates and oversees all grant processes (e.g. evaluations, budget, finance, reports, etc.) for projects, to ensure compliance with county and funding guidelines;

Works with the Ulster County Planning Department and the Department of Public Works to direct all design, review and permitting of Recovery and Resilience projects;

Creates and maintains project status dashboard and reporting tools;

Develops, deploys and manages a community engagement portal for key Recovery and Resilience projects;

Drafts communications and public engagement updates on projects;

Researches all types of grant opportunities for the purpose of developing additional funding resources for both current and proposed services;

Writes competitive grants to meet specified needs;

Assists the administrators and professional personnel in planning grant applications that create the most appropriate utilization of funds available;

Works with Budget on reporting and tracking for all projects;

Creates and reviews correspondence regarding grant management;

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

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the guidelines, procedures and techniques involved in obtaining grant funding; good knowledge of Federal, State and County regulations and guidelines regarding grant application; good knowledge of the principles of project management; good knowledge of the project development process, including project design, review, and permitting; good knowledge of research tools and resources; good knowledge of the American Rescue Plan Act funding requirements, limitations and regulations; good knowledge of the department's organizations, policies, procedures and objectives; ability to read, interpret and evaluate grant requirements and content; ability to write clearly and concisely in preparing written grant proposals and reports; ability to conduct needs assessment, research and evaluation relative to grant proposal and funding; ability to manage multiple assignments and priorities; ability to coordinate the production of communications and public engagement updates; ability to maintain confidentiality; ability to establish and maintain effective working relationships with a wide variety of people; ability to communicate effectively both orally and in writing; initiative; resourcefulness; accuracy; tact; good judgement; integrity.

MINIMUM QUALIFICATIONS: Either:

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

- B. Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Business Administration or closely related field and three (3) years of full-time paid, or its part-time equivalent, experience in project/program administration and/or management which included or was supplemented by one (1) year of experience in grant writing, grant procurement, coordination or administration of a public or private grant; **OR**
- C. Graduation from an accredited college or university with an Associate's Degree in Public Administration, Business Administration or closely related field and five (5) years of full-time paid, or its part-time equivalent, experience in project/program administration and/or management which included or was supplemented by one (1) year of experience in grant writing, grant procurement, coordination or administration of a public or private grant; **OR**
- D. An equivalent combination of training and experience as indicated in A, B and C above.

ULSTER COUNTY

Adopted: August 30, 2021

5415 RCV RS MGR

Classification: Proposed Non-Competitive

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