

## GRANTS COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the jurisdiction's chief administrative, fiscal officer or a department head, an incumbent of this class is responsible for the procurement of federal, state, county and private non-reimbursable funds designed to enhance the quality and quantity of services provided by the municipality to the public. This is achieved by identifying potential funding sources, matching them with appropriate municipal needs or operations, formulating necessary procedures for the timely and accurate review and submission of proposals, and establishing the necessary controls to effectively and efficiently utilize the funding in compliance with grantor requirements. Extensive contacts are established with federal, state, county and private agency personnel as well as municipal department heads and officials. Supervision may be exercised over clerical support personnel. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Researches, develops and coordinates efforts to procure non-reimbursable funding from federal, state, county and private agencies;

Interprets legislation, directives, policies and procedures as they effect the acquisition of nonreimbursable funding and formulates plans and procedures designed to comply with these mandates;

Develops and maintains contacts with grantor agency officials to maintain awareness of availability of funding, keep abreast of policy changes, and to facilitate the acquisition process;

Meets with department heads and/or municipal officials to discuss priorities and the possibility of securing funds to meet these needs, and to inform them of the process involved in obtaining funds and their concomitant obligations;

Works with department heads/officials to obtain statistics/documentation and to develop proposals prior to submission to the funding source;

Advises management of the potential benefit limitations;

Monitors grant activities to assure compliance with various grantor requirements;

May supervise clerical support personnel;

Uses computer applications such as spreadsheets, word processing, email, calendar and database software in the performance of the job.

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:** Good knowledge of the policies, procedures and techniques involved in obtaining non-reimbursable funding; good knowledge of the municipal organization and the functions of its departments; ability to make persuasive oral and written presentations; ability to prepare written grant proposals and reports; ability to conduct research and develop statistics and documentation to support proposals; ability to develop guidelines and procedures for preparing and reviewing proposals; ability to establish and maintain effective relationships with municipal department heads, municipal officials and grantor agency personnel; ability to evaluate grant proposals or sources in terms of identified needs; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; ability to effectively use computer applications such as spreadsheets, word processing, e-mail and database software; sound professional judgment; resourcefulness; initiative; tact; integrity; a willingness to travel; physical condition commensurate with the demands of the position.

**MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE:** A Bachelor's Degree\* and three years of experience that involved grant writing, grant procurement or coordination and administration of public or private grants.

**SUBSTITUTION:** A Master's Degree\* in Public Administration, Business Administration, Planning or related field will substitute for two years of experience described above.

**NOTE:** Unless otherwise noted, only experience gained after attaining the minimum education level as stated in the minimum qualifications will be considered in evaluating experience.

**\*SPECIAL NOTE:** Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a postsecondary, degree-granting institution.

Jurisdiction: City of Auburn  
Class: Competitive  
Adopted: CSC mtg 3/14/22