



PROVISIONAL VACANCY:

**Grant Manager
(Finance Department)**

This will be a **PROVISIONAL** civil service appointment. Candidate will be required to take the civil service exam when it is scheduled in the future. Permanent appointment will be dependent upon candidate's exam score.

SALARY: **\$51,803 - \$58,406, CSEA, Part I**

DEADLINE TO APPLY FOR VACANCY: Accepting applications until the position is filled.

HOW TO APPLY:

Go to: mycivilservice.cayugacounty.us/jobopps and click on the **APPLY** button across from the title of "Grant Manager – Provisional Vacancy" listed under Current Vacancies.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Public Administration or Business Administration or closely related field majoring in planning and/or project development, AND three (3) years of experience in grant writing, grant procurement, coordination or administration of a public or private grant, local government, federal or state agency; compliance; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Public Administration or Business Administration or closely related field majoring in planning and/or project development, AND four (4) years of experience in grant writing, grant procurement, coordination or administration of a public or private grant, local government, federal or state agency; compliance; **OR**
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

DISTINGUISHING FEATURES OF THE CLASS:

This work involves the responsibility of conducting research in the procurement of Federal, State, County, and private grant funding. Additional responsibilities include identifying potential funding sources, matching them with appropriate need, formulating necessary procedures for the writing, timely and accurate review, and submission of proposals. Grand administration and coordinating grant management activities. This work is performed under the general supervision of the Director of Finance and is required to exercise wide latitude of personal judgement in conformance with policies, procedures and techniques involved in obtaining grant funding. Works collaboratively with all county departments and could work collaboratively with Towns and Villages. Upon grant approval, the employee may, in conjunction with the receiving department, function as compliance monitor of the grant, although not responsible for the fiscal disbursement/audit of the program. Extensive contacts are established and maintained with Federal, State, and private agency personnel. The incumbent will perform all related duties as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Knowledge of guidelines, procedures and techniques involved in obtaining grant funding;
Working knowledge of the sources for funding in the area of public, corporations, funding foundations and similar institutions;
Knowledge of the principles and practices used in grants proposal applications and administration of the grant;
Good knowledge of the processes and procedures for implementing and administrating various federal and state grants;
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 read and understand complex narrative material;
Ability to prepare detail reports and to support recommendations;
Ability to communicate effectively both orally and in writing;
Ability to manage multiple assignments and priorities;
Working knowledge of budgeting concepts related to grant management;
Ability to interpret financial data;
Sound professional judgement;
Resourcefulness;
Initiative;
Integrity;
Physical condition commensurate with the demands of the position.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Researches grant funding opportunities at the federal, state, local, and foundation levels;
Initiates and researches sources of possible funding available for pilot programs and continuing programs and projects that are not currently operational or may be threatened due to the lack of monies within the budget;
Utilizes libraries, research documents of government, and private institutions/corporations/foundations that fund projects developed in the public sector to identify grant sources;
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;
Makes recommendations to administration of areas which grant may be favorably received;
Brings into focus various areas which afford the potential of grant availability and development;
Interprets grant rules and regulations and monitors grant development to ensure compliance;
Coordinates timetables, meetings, input, and deadlines to expedite timely grant submission;
Develops evaluation criteria to measure grant program effectiveness;
Acts as liaison for State, Federal and foundation funding sources;
Develops reports and other documents required by funding agencies;
Maintains centralized reports of County grant activities (grants applied for, grants awarded, grants closed, etc.) and program evaluations;
Assists with budget development and grant claiming as needed.