



PROVISIONAL VACANCY:

**Coordinator of Substance Use Initiatives
(Mental Health)**

Inclusion Through Diversity

**Cayuga County is an Equal Opportunity/Affirmative Action employer.
Minorities and women are encouraged to apply.**

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: \$66,169 - \$76,297 (2024 NB PT IV – Grade 4)

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 “Coordinator of Substance Use Initiatives – Provisional Vacancy” 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 accounting, business administration, public administration, public health or closely related field AND three (3) years of experience in administrative or program management, which will have included grant writing, procurement, and administration with a public agency or private business; OR
- (B) Graduation from a regionally accredited or New York State Registered two year college or university with an Associate's degree in accounting, business administration, public administration, public health or closely related field AND five (5) years of experience in administrative or program management, which will have included grant writing, procurement, and administration with a public agency or private business with a public agency or private business; OR
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

DISTINGUISHING FEATURES OF THE CLASS:

This is an administrative position involving responsibility for planning, budgeting, managing, and reporting on countywide grant projects and programs. Duties include but are not limited to: identifying grant opportunities, writing competitive grants, collaborating with community agencies, compiling program budgets, directing and supervising grant activities, providing subject-matter expertise, and communicating program outcomes. The Project Manager ensures that the guidelines and procedures of the funded grant are being met. Work is performed under the general supervision of the Cayuga County Director of Community Services. The incumbent will perform all related duties as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of guidelines, procedures, and techniques involved in obtaining grant funding;
Good knowledge of and familiarity with available sources for funding;
Good knowledge of best practices used in grant application, implementation, and administration;
Ability to conduct needs assessment, research, and evaluation relative to grant proposals;
Ability to read and understand complex narrative material and follow detailed grant requirements;
Ability to write clearly and concisely in preparing written grant proposals and reports;
Good knowledge of budgeting concepts related to grant and program management;
Ability to interpret financial data, reconcile budget with expenses, and draft fiscal reports;
Ability to manage multiple assignments, projects, and priorities;
Good knowledge of program development, program implementation guidelines and procedures;
Good knowledge of evidence-based practices in the substance use and mental health fields;
Good knowledge of contract development and negotiation practices and procedures;
Working knowledge of program evaluation practices and procedures;
Working knowledge of supervision practices and procedures;
Ability to evaluate program performance and analyze program data;
Ability to supervise the work of others and provide constructive feedback;
Ability to work independently and apply sound personal and professional judgement;
Ability to maintain effective relationships with others and communicate effectively orally and in writing;
Demonstrate self-motivation, resourcefulness, initiative, and integrity.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Researches and identifies grant opportunities to fill community service gaps;
Subscribes to relevant email list serves of federal and state funding agencies
Reviews current notice of funding opportunities for eligibility and requirements
Makes recommendations to agencies that might benefit from this funding
Coordinates with county departments and community agencies on eligible programming
Evaluate limited time resources to prioritize best grant opportunities to pursue
Writes and submits competitive grants to secure program funding based on community need;
Establishes measureable program goals and objectives with partner agencies
Compiles and drafts all necessary application documents and ensures timely submission
Collaborates and contracts with community agencies to plan and deliver grant-funded programs;
Reviews and negotiates partner agency budgets for proposed programming
Drafts and submits partner agency contracts for legal review
Monitors contract performance and approves partner agency invoices
Compiles program budgets and implements services within budget constraints;
Monitors grant budget and expenses and submits timely reimbursement requests
Manages multiple grant budgets when needed and maintains records of braided program funding
Directs and supervises grant activities and associated data collection and analysis;

TYPICAL WORK ACTIVITIES: (continued)

Facilitates action planning and goal setting with partner agencies

Assists partner agencies with implementation planning and data collection requirements

Develops evaluation criteria to measure grant program effectiveness

Meets regularly with partner agencies and monitors implementation progress

Tracks and communicates progress and outcomes of all grant activities to partner agencies

Manages multiple grant programs/projects concurrently when needed

Convenes and facilitates regular taskforce, steering committee, and/or partner meetings

Provides subject-matter expertise to programs;

Assists partner agencies with technical assistance and training needs

Supports the planning and implementation efforts with evidence-based practices

Communicates and reports on program outcomes to community stakeholders and funding agencies;

Submits required grant reporting to funding agencies on time

Develops and communicates program reports to partners, elected officials, public, and the media

Follows the guidelines, procedures, and timeline of the funded grant;

Interprets grant rules and regulations and ensures compliance

Acts as a liaison between funding agencies, county government, and partner agencies.

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Posted 3/5/25

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