

DIRECTOR OF GRANTS ADMINISTRATION AND ANALYSIS

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent of this class is responsible for staffing, planning, coordinating, organizing and directing an institution-wide program for grants acquisition. Responsibilities include analysis of services to be provided through grant funding, coordination of all grant activity through a central office, development of operational policies and procedures, providing consultation to personnel involved in grant procurement to maximize use of grant funding available to support specific services provided by the Medical Center, monitoring and reporting on all grant-funded activities, and ensuring compliance with grant guidelines. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Administers, plans, organizes, directs, budgets, and manages the Grants Funding Analysis and Procurement Office of the Medical Center;

Develops and coordinates research to maximize non-reimbursable funding available from federal, state, local, and private agencies;

Reviews legislation, regulations and public issues as they relate to the availability of funding and formulates strategies to meet application requirements and expedite funding;

Establishes and maintains contact with numerous governmental agencies and private funding sources regarding funding opportunities;

Consults with Medical Center Senior Executive team, clinical administrators, senior management staff of governmental and private agencies that are potential sources of grant funding, and community leaders regarding meeting needs through provision of services supported by grant funding from various sources;

Meets with managers and administrators to discuss departmental objectives and priorities with regard to the possibility of securing grant funds to provide services;

Attends meetings and acts as Medical Center liaison regarding grant-funded activities and services;

Prepares and/or provides consultation to administrators regarding grant applications which includes analysis of needs, determination of budget and staff necessary to meet needs, and analysis of current trends including anticipated success based on established programs funded by grants;

Maintains reporting system for review or audit by the granting agency;

Monitors activities of all grant applications, funding, compliance, and reporting throughout the Medical Center;

Supervises development and maintenance of database of potential funding sources, status of grant applications, status of existing grant funding, and all other grant-related activities.

EXAMPLES OF WORK (Cont'd)

Prepares and makes presentations to government, corporate and private funding sources;

Monitors grant funded programs to ensure compliance with grant guidelines and departmental and institutional goals.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the policies, procedures and techniques involved in obtaining discretionary and non-entitlement federal, state and private funds; thorough knowledge of the procedures involved in the development and management of grants and contracts; good knowledge of the principles and practices of administration of hospitals or health care agencies; good knowledge of community resources; good knowledge of the principles and techniques of statistical, social and economic analysis as applicable to grants administration; ability to establish and maintain effective working relationships with governmental agencies, community agencies and all levels of health professionals in order to achieve desired objectives; ability to analyze organizational and departmental needs; ability to prepare grant proposals and reports; ability to plan, direct and coordinate the work of others; ability to communicate effectively, both orally and in writing; initiative; tact; good judgment; physical condition commensurate with demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a Bachelor's Degree* and either (a) six years of administrative experience in public administration, public health or hospital administration, four of which must have included the management of grant funding procurement and ensuring compliance with grant guidelines for health related programs and services; or (b) a Master's Degree* in Public Administration, Health Care Administration, or related field and four years of the experience as stated in (a) including three years of the specialized experience; or (c) a satisfactory equivalent combination of the foregoing training and 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 Department of Education as a post-secondary, degree-granting institution.