

## GRANT PROCUREMENT CONSULTANT

GENERAL STATEMENT OF DUTIES: Plans, coordinates and controls the procurement of outside non-reimbursable funding for Westchester County programs; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Assistant to the County Executive for Inter-governmental Relations, this class is responsible for maximizing the procurement of federal, state and private non-reimbursable funds designed to enhance the quality and quantity of services provided by Westchester County departments to the public. This is achieved by identifying potential funding sources, matching them with appropriate county needs or operations formulating necessary procedures for the timely and accurate review and submission of proposals and works with recipient departments to establish necessary controls designed to effectively and efficiently utilize the funding received by informing them of grantor requirements. Extensive significant contacts are established with federal, state and private agency personnel, entailing considerable travel, in order to facilitate the acquisition of funds. Supervision is not normally a responsibility of this class although frequent technical advice and assistance is provided to top county and departmental management regarding available funding, procurement procedures and the evaluation of potential benefits to be derived given grantor requirements and stipulations and county needs.

### EXAMPLES OF WORK: (Illustrative Only)

Develops and coordinates efforts to maximize the non-reimbursable funding received by county departments from federal, state and private agencies;

Interprets legislation, directives, policies and procedures as they effect the acquisition of non-reimbursable funding and formulates plans and procedures designed to comply with these mandates and therefore expedite the award process;

Develops and maintains contacts with appropriate grantor agency officials for the purpose of keeping abreast of policy changes, new funding possibilities and to facilitate the acquisition process;

Meets regularly with county top and departmental management officials to discuss their priorities, the possibility of securing funding to meet these needs, inform them of the process involved in obtaining funds and their concomitant obligations;

Advises top management of the potential benefit limitations;

Develops final drafts of proposals prior to submission of funding source;

Formulates initial responses to requests for appeals;

Monitors grant activities to assure compliance with various grantor requirements.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the policies, procedures and techniques involved in obtaining non-reimbursable federal and state funds; good knowledge of the organization and functions of Westchester County departments; ability to make persuasive oral presentations; ability to develop necessary internal guideline and procedures for preparing and reviewing proposals; ability to prepare written grant proposals and reports; ability to establish and maintain effective relationships with elected officials and top professional personnel both within the county and grantor agencies; ability to evaluate grant proposals or sources in terms of identified needs; willingness to travel; sound professional judgment; resourcefulness; initiative; tact; integrity; good health.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and either (a) ten years of paid work experience, seven of which must have involved the management or administrative responsibility for a public manpower program, or the coordination of a public or private multi-million dollar grant application and procurement program, or a combination of both; or (b) a Bachelor's Degree\* and six years of paid work experience, three of which must have been in the specific type of work mandated in (a); or (c) any 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 Education Department as a post-secondary, degree-granting institution.

SUBSTITUTION: Satisfactory completion of 30 credits\* towards a Master's Degree\* in Public Administration, business Administration, Political Science or Planning may be substituted on a year for year basis for up to two years of the specific experience stated in (a).