

PROGRAM SPECIALIST (GRANTS)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for the research and procurement of federal, state and private non-reimbursable funds designed to enhance the scope of services provided to the public. This is achieved by identifying potential funding sources; matching them with appropriate needs or operations; formulating necessary procedures for the timely and accurate review and submission of proposals; and working with recipient departments to establish necessary controls to effectively comply with funding, programmatic and reporting requirements. Extensive contacts are established with federal, state, and private agency personnel. Technical advice and assistance are provided to management staff regarding available funding, procurement procedures, and funding requirements. Supervision may be exercised over a small professional/clerical support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

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

Reviews legislation, regulations and public issues as they relate to the availability of discretionary and non-entitlement funding, and formulates strategies to meet application requirements and expedite the award process;

Develops and maintains contacts with officials of grantor agency to keep abreast of procedural changes, announcements of new funding possibilities, and to facilitate the acquisition process;

Meets regularly with managers to discuss departmental objectives and priorities to explore the possibility of securing grant funds to meet those needs and to advise them of the process to establish eligibility in obtaining funds and other requirements;

Maintains schedules for various grant applications to ensure the timely submission of proposals to the funding source;

Supervises and trains a staff of grant writers and clerical support to ensure that application requirements are met with all necessary documentation;

Monitors grant funded programs and activities to ensure compliance with various grant requirements.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the policies, procedures and techniques involved in obtaining discretionary and non-entitlement federal, state and private funds; good knowledge of the department's organization, policies, procedures and objectives; good knowledge of the principles and techniques of administration; ability to analyze the organization and functions of departments; ability to make persuasive oral and written presentations; ability to develop necessary internal guidelines and procedures for preparing and reviewing proposals; ability to prepare written grant proposals and reports; ability to establish and maintain effective relationships with public officials and management personnel both within the county and grantor agencies; ability to evaluate grant proposals to ensure compliance to requirements; ability to plan and supervise the work of others; ability to speak, read, write, understand and communicate in English sufficiently to perform the essential duties of the position; willingness to travel; sound professional judgment; resourcefulness; initiative; tact; integrity; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and three years of experience where the primary function of the position was the performance of staff or administrative support directly related to grant writing, grant monitoring or grant application review.

SUBSTITUTION: Satisfactory completion of 30 credits* towards a Master's Degree* in Public Administration, Business Administration, Management, Planning or closely related field may be substituted on a year for year basis for up to two years of the required experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated 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 Department of Education as a post-secondary, degree-granting institution.