

PROGRAM ADMINISTRATOR (GRANTS)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for the administration and monitoring 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 is provided to management staff regarding available funding, procurement procedures, and funding requirements. Supervision is exercised over a small professional/clerical support staff.

EXAMPLES OF WORK: (Illustrative Only)

Maintains all administrative material related to equipment or services procured through federal and state capital grants;

Develops and coordinates efforts to research 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;

Coordinates various funding procedures to ensure adequate and appropriate funding for capital and services, as appropriate;

Directs quarterly project status meetings with various departments;

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;

Prepares and maintains quarterly financial status reports, as necessary;

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

Serves as liaison with various business initiatives;

Develops and maintains databases of grant-related activities;

Ensures compliance with funding agencies and departmental and institutional requirements;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd)

Supervises and trains grants professionals and support staff;

May perform other incidental tasks, as needed.

FULL PERFORMANCE 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; 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 internally and with grantor agencies; ability to evaluate grant proposals to ensure compliance to requirements; ability to plan and supervise the work of others; ability to effectively use computer applications such as spreadsheets, word processing, e-mail and database software; ability to read, write, speak, understand and communicate sufficiently in English to perform the essential functions 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 either (a) four years of paid experience where the primary function of the position was in grants writing, grants management or grant application review; or (b) four years experience where the primary function of the position was budgeting, financial auditing or planning, two years of which must have involved management of grants or contracts in a public or private organization.

SUBSTITUTION: Satisfactory completion of 30 credits* toward a Master's Degree* in Public Administration, Business Administration, Finance, Accounting, Management, Planning or closely related field may be substituted on a year for year basis for up to two years. There is no substitute for the two years or specialized experience in (b).

*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.

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Job Class Code: C1390
Job Group: XII