

STAFF ASSISTANT (GRANTS)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for performing administrative support functions related to grant funding. Duties include evaluating compliance with terms of the grant and related recordkeeping and purchasing functions. Incumbents also assist with drafting and submission of grant applications to federal, state, and private sources for grants designed to enhance the quality and quantity of services provided by Westchester County Departments to the public. This may include identifying the application requirements for a grant, securing the necessary information from the appropriate County Departments, completing the details, statistics, narrative, and related support documentation, and assuring timely execution and submission of the application to the grant source. Writing skills are an essential function of this position. Supervision is not a regular requirement of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Ensures departmental compliance with all grant provisions for grant projects and equipment purchases, as well as appropriate County, State and Federal procedures as they relate to grant activities;

Ensures that revenues and expenses are accurately recorded to comply with grant requirements;

Consults with departmental staff and manufacturer's representatives to assist in preparing recommendations for equipment purchases; may assist in researching and analyzing alternative products;

Assists management or administrative staff in compiling data and preparing statistical reports on departmental activities;

Assists in the preparation of quarterly budgetary, fiscal and other progress reports;

Takes inventory of deliveries, verifies condition of equipment and/or supplies and arranges for distribution of each shipment of new equipment;

Maintains grant source publications, notices, etc. to keep abreast of available or potential funding possibilities;

Reviews grant announcements to ascertain application requirements, filing deadlines, renewal requirements and other eligibility requirements;

Writes grant applications in accordance with required format, procedures and schedules;

Gathers required supportive documentation to strengthen information provided on grant application;

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

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Knowledge of the procedures involved in the development and administration of grants; knowledge of office management and administrative support practices and techniques; knowledge of the principles and techniques relating to the acquisition of a variety of materials and equipment; knowledge of grant application requirements and procedures; ability to assist in the preparation of grant applications; ability to follow established policies, procedures, rules and regulations as they relate to grant development, implementation and compliance evaluation; ability to prepare and maintain financial and program records; ability to gather, assemble, and analyze facts and draw conclusions; ability to understand and follow complex oral or written directions; ability to communicate effectively both orally and in writing; ability to prepare written grant proposals and reports; ability to establish and maintain effective working relationships; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; resourcefulness; initiative; tact; discretion; integrity; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and one year of staff level or administrative support experience involving grants administration.

SUBSTITUTION: Satisfactory completion of a Master's Degree may be substituted for one year of the above stated 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.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.