

Department: Community Resources

SPEC DISK CB

Classification: Competitive

DOCUMENT 25

Grade: 12

GRANT ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position involving the responsibility for researching, identifying and developing grant applications. An employee in this class will be required to write grants and assist others in preparing grant proposals. The work is performed under the supervision of the Director of Community Resources and the County Planner with some leeway allowed for the exercise of independent judgement. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists in researching, identifying and developing potential opportunities for Town and County grants;
Assists Town administrators, County administrators and Department Heads in planning and developing grant applications;
Assists in reviewing, processing and preparing grant documents;
Assists in preparing reimbursement claims and reporting to funding agencies;
Investigates and identifies new funding opportunities;
Maintains files on grant activities;
May prepare reports or studies as requested.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the laws, rules, regulations and guidelines applicable to governmental, private and other grant programs; thorough knowledge of federal, state, local, private and other grant sources; good knowledge of the needs and purposes of various programs and departments of governmental agency; ability to write and develop grant applications; ability to research grant opportunities; ability to communicate effectively, both orally and in writing; ability to effectively use computer applications, including spreadsheets, word processing, calendar, email and database software; ability to establish effective working relationships with a wide variety of people; ability to understand and interpret complex oral and written information; initiative; resourcefulness, physical condition commensurate with the demands of the positions.

MINIMUM QUALIFICATIONS: Either:

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Public Administration, Business Administration, Planning or Environmental Science; or
- B) Graduation from a regionally accredited or New York State registered college or university with an Associates degree in Business Administration or Social Sciences and two (2) years of experience preparing acceptable grant documentation; or
- C) An equivalent combination of training and experience as defined in A) and B) above.

Adopted: 04/06/2011