

GRANTS COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves the responsibility of conducting research in the procurement of Federal, State, County and private grant funding. An incumbent is responsible for identifying potential funding sources, matching them with appropriate needs, formulating necessary procedures for the writing, timely and accurate review, and submission of proposals. Upon award of grants, the employee notifies the responsible parties of the contract procedures and the approved budget parameters. Extensive contacts are established and maintained with Federal, State, County and private agency personnel as well as City officials. The work is performed under the general supervision of the Director of Finance. An incumbent in this position is required to exercise wide latitude of personal judgment in conformance with policies, procedures and techniques involved in obtaining grant funding. Supervision may be exercised over the work of a clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Researches all Federal, State and local legislation, projects, and programs for the opportunities they offer for potential grants, entitlements, and allocations relevant to the needs of the City of Norwich;

Prepare grant applications that create the most appropriate utilization of funds available, ensuring conformity to Request for Proposal (RFP) criteria and guidelines;

Obtains information, data and application forms necessary to fulfill the requirements of the grant applications, utilizing both printed and internet resources;

Writes grant proposals, receives and approves amendments, and files all applications for funding, including the submission of applications on-line;

Prepares and files periodic reports to the grant-funding agencies detailing progress towards grant objectives and providing other relevant information as needed;

Compiles and maintains written records and reports on the results of all grant-funded projects and disseminates information as appropriate to City Officials.

Establishes standard practices and procedures for receiving and processing requests from all city departments seeking grant funding, ensuring consistency and accuracy in all submissions;

Prepares an annual report summarizing the evaluations of all grant-funded programs in various stages of development, including new and existing programs and those programs planned for the future;

Prepares request for proposals for city owned properties when requested;

Coordinates the determination of eligibility of applicants for grant assistance and the delivery of assistance under grant programs.

Serves in a technical and advisory capacity to the Planning Commission and the Zoning Board of Appeals.

Serves as Secretary to the Planning Commission and the Zoning Board of Appeals.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the guidelines, procedures and techniques involved in obtaining grant funding; good knowledge of research tools and resources; working knowledge of the capabilities, function and potential of the internet as a research tool; working knowledge of current windows-based and web-based office software applications; ability to write clearly and concisely in preparing written grant proposals and reports; ability to conduct needs assessment, research and evaluation relative to grant proposals; ability to maintain effective relationships with others; ability to communicate effectively both orally and in writing; ability to manage multiple assignments and priorities; sound professional judgment; resourcefulness; initiative; tact; integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: A high school diploma and either:

- A. Graduation from a New York State registered or regionally accredited college with an Bachelor's Degree in Educational Research, Public Administration or Business Administration or closely related field majoring in planning and/or project development and one (1) year of experience in grant writing, grant procurement, coordination or administration of a public or private grant;
OR
- B. Five (5) years experience in planning, grant writing, grant procurement, coordination or administration of a public or private grant;
OR
- C. An equivalent combination of training and experience sufficient to demonstrate the ability to perform the work.

Approved: March 20, 2018