



Ontario County Department of Human Resources
3019 County Complex Drive
Canandaigua, NY 14424

www.ontariocountyny.gov ~ ~ (585) 396-4465

Vision: A vibrant community where every citizen has the opportunity to be healthy, safe and successful

Mission: Provide strategic and responsive public services that are fiscally responsible and sensitive to the diverse and changing needs of our community

JOB OPENING NOTICE

JOB POSTING #: 22-029 _____ **POSTING DATE*: FROM:** 5/25/2022 **TO:** 6/8/2022

JOB TITLE: Grant Coordinator (Pending) _____

RATE OF PAY: 2022 Starting rate: \$31.90/hr _____

LOCATION: Ontario County Department of Finance _____

NOTE: Candidate will be initially appointed on a provisional basis pending a civil service exam to be held later. To gain permanent status, the candidate must be successful in the exam according to the [Rule of Three](#).

MINIMUM QUALIFICATIONS AS SHOWN ON JOB DESCRIPTION

MINIMUM QUALIFICATIONS: Either:

1. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in public administration, business administration, accounting, finance or a closely related field AND three (3) years of full-time paid, professional-level experience, or its part-time equivalent, which must have involved grant administration or grant writing; OR
2. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree AND four (4) years of full-time paid, professional-level experience, or its part-time equivalent, which must have included grant administration or grant writing.
3. An equivalent combination of training and experience as set by the limits of (1) and (2) above.

SUBSTITUTION: A Master's Degree in Grant Writing, Grant Administration or a closely related field can be substituted for two (2) years of the required experience.

APPLICATION DEADLINE / LAST FILING DATE*: 6/8/2022

* Last filing date established for an announced exam always supersedes posting date.

HOW TO APPLY: All applications must be received through the [Ontario County Civil Service Employment Portal](#).

Ontario County is an Equal Opportunity Employer and, as such, offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status, disabilities or, in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.

Rev. 2/8/2018

GRANT COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves the responsibility of the coordination and preparation of grants for all departments within an agency, in accordance with established rules and regulations. The incumbent is responsible for researching available grant funds and the sources of such funds, disseminating this information to the agency departments and assisting in the preparation of grant applications. Work is performed under the general direction of the department head or agency administrators, though the incumbent has considerable latitude for the exercise of independent judgment and initiative in carrying out the details of the work. Supervision is not generally exercised over the work of others. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists departments in planning and preparing grant proposals and reviewing and processing grant documents;
 Prepares final grant proposal submissions;
 Monitors grants awarded to the agency to ensure compliance with authorized usage;
 Assists departments in grant management activities;
 Researches, identifies and develops potential grant opportunities by searching for program ideas and sources;
 Assists the department head and agency administration by analyzing the best use of grant funding for agency-wide projects;
 Maintains up-to-date information on grants, including but not limited to, what programs are available, where/how to apply, trends in federal, state and private programs;
 Maintains centralized files of all agency grant activity, including but not limited to, applications, awards, status, modifications, purchase, usage;
 Maintains records of grant funded equipment;
 Coordinates timetables, meetings, input and deadlines to expedite timely grant submission;
 Prepares fiscal and programmatic reports and evaluation and research reports as required;
 Works with granting agencies, where possible, to review unsuccessful proposals in an effort to improve the likelihood of acceptance in future proposals;
 Works closely with the audit department and other agency staff to review and update policies, processes and procedures for financial administration of grants.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the laws, rules, regulations and guidelines applicable to grant programs; thorough knowledge of federal, state and private grant programs and grant sources; good knowledge of modern research practices and techniques; good knowledge of word processors and personal computers; ability to write and develop grant applications; ability to research grant opportunities; ability to compile quantitative and narrative reports; mathematical ability; ability to understand how appropriations are determined and allocated; ability to communicate effectively both orally and in writing; ability to establish effective working relationships with a wide variety of people particularly with government and community based agencies; ability to understand and interpret complex oral and written information; resourcefulness; initiative; good judgment; tact and negotiation abilities.

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APPROVED: DECEMBER 8, 2016
REVISED: 4/19/17, 7/23/17, 9/24/18
CLASSIFICATION: COMPETITIVE