



City of Geneva Grant Coordinator

THIS IS AN EXCITING OPPORTUNITY TO WORK AND LIVE IN NEW YORK STATE'S BEAUTIFUL FINGER LAKES REGION. THE GRANT COORDINATOR IS CHARGED WITH THE RESPONSIBILITY OF SUPPORTING GRANT WORK THROUGHOUT THE CITY.

SUMMARY OF POSITION

We are seeking a skilled and organized grant and program coordinator to take a leading role in seeking and administering important community serving grant programs including Small Business Assistance, CDBG Housing, Downtown Revitalization Initiative, Main Street, Restore NY, WIIA and other County, State, Federal, and Foundation funding sources.

The Grand Coordinator will be in a unique position to connect directly with the community and build impactful grant applications and programs in collaboration with City departments and partners. This role requires excellent attention to detail and the ability to learn and follow complex program rules and reporting requirements.

The Coordinator will collaborate with various city departments but reports to the Director of Planning and Economic Development.



The following city values will be reflected through the work and personality of the Grant Coordinator

SAFETY

Creates safe spaces with staff, partners, and community members. Protects the community from liability by keeping excellent records and following regulations closely.

INNOVATION

Continually grows and learns to create programming and services that go beyond what has been done before and take advantage of new funding opportunities.

CARING & RESPECT

Takes in the differences and similarities of all communities and individuals to develop programs that support all who live or stay here.

INTEGRITY & HONOR

An approachable person who listens to all types of feedback, is willing to be held accountable, accepts responsibility and learns from mistakes.

SERVICE & STEWARDSHIP

A person deeply committed to serving the community and managing resources efficiently for the greater good.

RESPONSIBILITIES AND TASKS

- 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 and attending trainings;
- 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.
- Preparing and managing program budgets and/or grants.

TO APPLY

All materials must be submitted by 12pm on Friday, August 2, 2024 through the Ontario County Application Portal at:

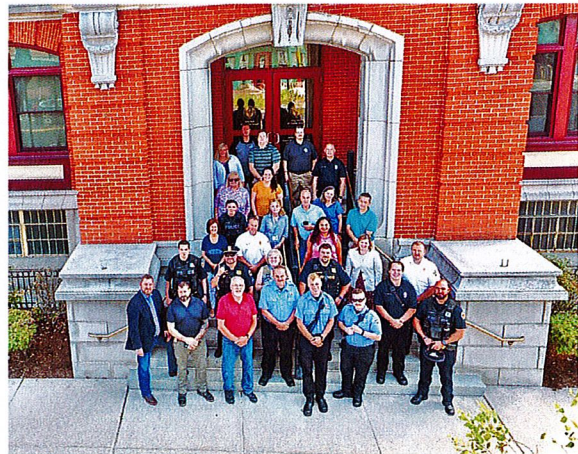
<https://ontario-portal.mycivilservice.com/jobopps>

Please attach to your county application the following - cover letter, resume and 3-5 references.

NOTE: This is a Civil Service title and is classified as "Competitive." Appointment will be made on a provisional basis, with permanent appointment following successful qualification in a Civil Service Examination which will be scheduled at a later date.

SALARY

The salary range for this position is \$50,00-\$63,000.



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.

MINIMUM QUALIFICATIONS: Either:

1. Possession of a Bachelor's Degree, or higher, 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

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GRANT COORDINATOR

MINIMUM QUALIFICATIONS: (Continued)

2. Possession of a Bachelor's Degree, or higher, 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 defined 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.

SPECIAL NOTE: EDUCATION: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

APPROVED: DECEMBER 8, 2016

REVISED: 4/19/17, 7/23/17, 9/24/18; 7/26/22

CLASSIFICATION: COMPETITIVE