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

POSTING DATE*: FROM: 11/13/26 TO: 11/27/26 or until filled

JOB TITLE: Grant Coordinator (HELP Program) (Contingent)

2026 RATE OF PAY: $38.09/hr. ($74,275.50/yr.)

LOCATION: Ontario County Department of Finance

NOTE: Under the NY HELP Program, the Civil Service Exam for this title has been waived. For additional information regarding the NY HELP Program, please visit https://www.cs.ny.gov/help/faq.cfm. For Contingent Appointments see last attached document.

MINIMUM QUALIFICATIONS AS SHOWN ON JOB DESCRIPTION

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

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; OR

3. An equivalent combination of training and experience as defined by the limits of (1) and (2) above.

SUBSTITUTION – EXPERIENCE: Possession of 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*: 11/27/26 or until filled

* 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.



THE HELP PROGRAM

HIRING EMERGENCY LIMITED PLACEMENT

This temporary program allows for a waiver of Civil Service Examinations for certain titles, in an effort to get qualified candidates quickly into vacant positions.

CONTACT

ONTARIO COUNTY HUMAN RESOURCES
FOR MORE INFORMATION

(585) 396-4465

EMPLOYEES HIRED UNDER THE HELP PROGRAM:

- *Must meet the minimum qualifications of the position for which they are applying and any other conditions of employment.*
- *Will be eligible for permanent appointment after completing a one-year probationary period and will be granted non-competitive status after successful completion of the probationary period.*

WE OFFER:

- *Excellent benefits and tuition assistance programs.*
- *Paid holidays. New employees start with five additional vacation days.*
- *Regular raises.*

.

WE'RE HIRING:

GRANT COORDINATOR

ONTARIO COUNTY DEPARTMENT OF FINANCE

Starting Salary: $38.09/hr. ($74,275.50/yr.)

QUALIFICATIONS: County Values: All employees of Ontario County are expected to uphold and exhibit the County's shared values and behaviors to achieve the County's Vision and Mission.

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

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; OR

3. An equivalent combination of training and experience as defined by the limits of (1) and (2) above.

SUBSTITUTION – EXPERIENCE: Possession of 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.

www.ontariocountyny.gov

APPLY TODAY!

Ontario County NEW YORK

GRANT COORDINATOR

QUALIFICATIONS:
County Values: All employees of Ontario County are expected to uphold and exhibit the County's shared values and behaviors to achieve the County's Vision and Mission.

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

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; OR

3. An equivalent combination of training and experience as defined by the limits of (1) and (2) above.

SUBSTITUTION – EXPERIENCE: Possession of 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.

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;

Continued on Page 2

GRANT COORDINATOR

TYPICAL WORK ACTIVITIES: (Illustrative only) (Continued)

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 in English 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.

APPROVED: DECEMBER 8, 2016
REVISED: 4/19/17, 7/23/17, 9/24/18; 7/26/22; 11/12/26
CLASSIFICATION: COMPETITIVE
JURISDICTIONS: COUNTY, CITIES, SCHOOLS
ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES

"CONTINGENT PERMANENT APPOINTMENTS" DEFINITION

(a) A position left temporarily vacant by the leave of absence of the permanent incumbent may be filled, at the discretion of the Appointing Authority, by a contingent permanent appointment. Any person appointed on a contingent permanent basis shall have all the rights and benefits of a permanent competitive class employee subject to the following limitations:

1. Probationary Period: All appointments made under this rule shall be required to complete the probationary period for original appointment or promotion as prescribed in these rules.

2. Return of Incumbents: In the event of layoff or the permanent incumbent returns from leave of absence, persons holding positions on a contingent permanent basis shall be displaced before any persons holding permanent status in the same title regardless of total seniority. In the event more than one position in the same title is held by persons having contingent permanent appointments, displacement among those persons shall be based on the inverse order of their contingent permanent appointments.

3. Preferred List: Upon displacement, if the contingent permanent appointee was made from a promotional eligible list, he/she shall be restored to his/her permanent position and have their name placed on a preferred eligible list for certification as a mandatory list only to the department or agency in which the contingent permanent appointment was made. If the contingent permanent appointee was appointed from an open-competitive eligible list and does not have a permanent position to return to, he/she shall have their name placed on a preferred eligible list for certification as a mandatory list in the civil division in which the contingent permanent appointment was made.

4. Seniority: When a contingent permanent appointment matures into a permanent appointment, the date of permanent service shall be the date of the original contingent permanent appointment.

5. Promotion: When a permanent competitive class employee accepts a contingent permanent appointment, the position vacated by such employee shall not be filled except on a temporary or contingent permanent basis until the contingent permanent appointment matures into a permanent appointment.

(b) All appointments under this rule shall be canvassed or posted as "Contingent permanent". A copy of this rule must be included with the canvass letter.

(c) Appointments to contingent permanent positions made by selection of one of the top three candidates on an appropriate eligible list willing to accept a contingent permanent appointment OR through appointments under the HELP Program. There will be no recanvassing of the eligible list or reposting of the job vacancy in the event the contingent permanent position becomes unencumbered. Acceptance of a contingent permanent appointment from an eligible list will remove the person's name from the eligible list for any future contingent permanent or permanent vacancies within the department or agency in which the contingent permanent appointment was made.

(d) If a permanent vacancy becomes available in the same title in the department or agency in which a contingent permanent appointment has been made, a contingent permanent appointee will be reassigned, prior to canvassing for a permanent appointment from an appropriate eligible list or prior to appointing a temporary, HELP Program, or provisional to the position.

(e) When a position filled by a contingent permanent appointee becomes unencumbered, the contingent permanent appointee in that position shall immediately gain permanent competitive class status or permanent non-competitive class status in the class if the required probationary period as prescribed in this rule has been satisfactorily completed or will continue with their probationary period until satisfactorily completed.