

**ORANGE COUNTY**  
**MANAGEMENT CLASS SPECIFICATION**

**TITLE:** DIRECTOR OF GRANTS **GRADE:** 23

**TITLE ABBREVIATION:** DIR OF GRANTS **TITLE NO.:** 6303

**JURIS.CL:** C **SALARY CODE:** 03 **EEO CODE:** OA **FLSA CODE:** AD

**DEPARTMENT:** PLANNING

**NATURE OF THE WORK:** The Director of Grants has responsibility for the administration and management of activities performed within the Intergovernmental Grants Unit within the Department of Planning. The Director assists department heads in determining needs and availability of grants. Incumbent provides assistance in the development of grant proposals and applications. The position requires a high level of expertise in the overall grant process.

**CLASSIFICATION CRITERIA AND DISTINGUISHING CHARACTERISTICS:** This is a one-position class allocated to the competitive class of the classified service. The Director of Grants has responsibility for providing administrative and technical guidance on all aspects of the grant process. General direction is exercised over this position by the Commissioner of Planning through informal discussions and meetings on the progress of various projects and assignments. The Director of Grants has wide latitude for use of independent judgment in determining appropriate courses of action within areas of responsibility. General supervision is exercised over support personnel in the Intergovernmental Grants Unit.

**TYPICAL WORK ACTIVITIES:**

Coordinates the administration of the Intergovernmental Grants Unit including the writing and preparation of grants;

Researches, identifies, and recommends potential sources of funding and support for pilot programs and continuing projects;

Reviews and approves all grant applications for accuracy, completeness, and competitiveness prior to final application submission;

Initiates, supervises, and carries out training on program planning and grant development for multiple departments & community organizations to facilitate writing grants and determining areas of need and future focus;

Assigns workload and supervises all work of the grants staff;

Assembles and maintains a database of demographic and economic data to provide necessary statistics for filing grant applications;

Edits and oversees the publishing of a monthly Grants Alert e-newsletter for County Departments to provide Department Heads with current program funding from Federal, State and Local sources;

Acts as liaison between Orange County and state/federal contacts for grant programs.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of modern management principles and practices; thorough knowledge of program planning, evaluation and grant development strategies; thorough knowledge of state and federal grant process; thorough knowledge of current trends and developments in the field of grant acquisition; thorough knowledge of the laws and regulations pertaining to grants; thorough knowledge of various County department programs and services; ability to ability prioritize and work effectively under deadlines; ability to gain the confidence and cooperation of others; resourcefulness; initiative; sound judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS: EITHER:**

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's Degree and (3) three years work experience in a position that shall have involved writing, monitoring, or researching grants including or supplemented by one (1) year of supervisory experience; OR
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree and five (5) years of experience as described in (A) above including or supplemented by one (1) year of supervisory experience.

REVISED 07/10/23 dc