

ORANGE COUNTY CLASS SPECIFICATION

TITLE: GRANTS COORDINATOR **GRADE:** 13

TITLE ABBREVIATION: GRANTS COORD **TITLE NO.:** 6402

JURIS. CL: C **SALARY CODE:** 01 **EEO CODE:** PR **FLSA CODE:** NE

DEPARTMENT: PLANNING **DIVISION:** GRANTS

SUPERVISOR'S TITLE: DIRECTOR OF GRANTS

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the coordination and preparation of intergovernmental grants for Orange County's agencies and departments in accordance with established rules and regulations. The incumbent in this position is responsible for researching available grant funds and the sources of such funds, disseminating this information to County Departments, and writing and preparing grant applications. Work is performed under the general supervision of the Director of Grants with a wide leeway to exercise independent judgment in carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists in research and investigation of all available Federal, State and Local funding resources, including private foundation sources, for grants information;

Inputs/updates a database of demographic and economic data to provide necessary statistics for filing grant applications;

Coordinates collaborative grant applications between County departments and/or other community-based organizations;

Assists in the preparation of brochures, special planning documents, graphs, and reports, utilizing Desktop Publishing and other computer systems;

Obtains up-to-date information on available grants funds, sources of funds, scope of programs to be funded, amounts of funds available, deadline dates, etc.;

Publishes a monthly Grants Alert e-newsletter for County Departments to provide Department Heads with current program funding from Federal, State and Local sources.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of Federal, State and Local funding sources, rules and regulations; good knowledge of County government structure, practices and procedures; ability to develop and write competitive grant applications; ability to establish and maintain working relationships with County departments and representatives from community organizations; skill in collecting, organizing and analyzing data and information related to grant applications; ability to communicate effectively both orally and in writing; computer literacy; initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Bachelor's degree in Public Administration, Business Administration; Community or Regional Planning, Economics; Finance; Business Management or related field; OR
- (B) Bachelor's degree and two (2) years work experience that shall have involved writing, monitoring or researching grants; OR
- (C) Associate's degree and four (4) years of experience as outlined in (B) above.

Note: 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.

REVISED: 08/28/23