

ORANGE COUNTY CLASS SPECIFICATION

TITLE: HEALTH DEPARTMENT GRANTS COORDINATOR **GRADE:** 13

TITLE ABBREVIATION: HEALTH GRANTS COORD **TITLE NO.:** 568160

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

DEPARTMENT: HEALTH **DIVISION:** ADMIN

SUPERVISOR'S TITLE: DEPUTY COMMISSIONER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the coordination and preparation of grants for the Orange County Department of Health in accordance with established laws, rules and regulations. The incumbent in this position is responsible for researching available grant funds and the sources of such funds and preparing grant applications for the benefit of the Health Department. The incumbent assists Division leaders with budget modification, reporting requirements, offering guidance on regulations, and assisting with preparing Legislative requests in relation to accepting and utilizing grant funds. Work is performed under the general supervision of Deputy Commissioner(s) with wide leeway to exercise independent judgment in carrying out the details of the work. Supervision may be exercised over subordinate employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Identifies non-County tax based resources for grants information and recommends potential sources of funding and support for new and continuing Health Department programs;

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

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

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

Prepares and, with necessary permissions, submits grant applications based on the needs of the department; monitors the dispersal of funds to ensure that the grant or contract implementation is in accordance with the departmental guidelines as well as in accordance with contractual agreements;

Assists in grant budget development; tracks spending to ensure spenddown of funding;

Develops policy and procedures for grant management within the Health Department;

Ensures that methods used in accounting, budgeting, auditing, and analysis are consistent with departmental policies and procedures as well as being in compliance with state and County rules and regulations for efficiency;

Conducts internal audits, as requested, to determine adherence to State and Federal financial mandates; reports findings and makes recommendations;

May supervise fiscal and support staff as directed by Deputy Commissioner(s) of the Department.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

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 or higher in Accounting, Finance, Communications, Public Administration, Business Management or related field and six (6) months of supervisory experience; OR
- (B) Associate's degree in Accounting, Finance, Communications, Public Administration, Business Management or related field and two (2) years of financial analysis or accounting experience or preparing and managing grants and six (6) months of supervisory experience; OR
- (C) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience of financial analysis or accounting experience or preparing and managing grants and six(6) months of supervisory experience; or

(D) An equivalent combination of training and experience as described in (A), (B), and (C), 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.

ADOPTED 3/15/25