

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: GRANTS COORDINATOR

TITLE #: 1808

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for the coordination and management of intergovernmental grants for Orange-Ulster BOCES and component school districts in accordance with established rules and regulations. The incumbent in this position is responsible for researching available grant funds and writing and preparing grant applications. Work is performed under the general supervision of a designated department head or administrator with considerable leeway in exercising independent judgment in carrying out the details of the work. Supervision is exercised over the work of clerical support staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Interacts with faculty, administration, and outside agencies in developing grant proposals for various programs;

Researches and investigates all available and potential Federal, State, Local and private funding sources;

Develops, writes, reviews and edits grant proposals, including collaborative grant applications with other districts/agencies;

Coordinates, monitors, and manages grant budgets;

Maintains all grant-related inventories;

Assists component districts with the design and implementation of grant initiated programs;

Arranges for training and professional development workshops for various grant initiated programs;

Assigns and reviews the work of clerical support staff related to the overall coordination of grant proposals, budgets, inventories, programs, etc.;

Represents agency at relevant state, regional and local meetings.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of Federal, State and Local funding sources, rules and regulations; good knowledge of various program grants especially in the areas of technology and professional development; skill in collecting, organizing and analyzing data and information related to grant applications; ability to develop and write successful grant applications; ability to establish and maintain working relationships with district administrators, department heads and representatives from component school districts and other organizations; ability to prepare and monitor budgets; ability to assist in the development and implementation of grant initiated programs; ability to communicate effectively both orally and in writing; ability to plan and supervise the work of others; computer literacy; thoroughness; initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (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.

JURISDICTIONAL CLASSIFICATION: Competitive

REVISED: 08/28/23