GRANTS ADMINISTRATOR

DISTINGUISHING FEATURES OF THIS CLASS:

The work involves responsibility for administering and coordinating all aspects of a municipal grant program, including identifying funding opportunities, coordinating grant applications, administering awarded grants, ensuring compliance with federal, state, and local requirements, monitoring program and fiscal performance, and preparing required reports. The incumbent serves as the City's subject matter expert on grant administration and works collaboratively with department heads, finance personnel, program managers, and external funding agencies to maximize funding opportunities and ensure compliance throughout the grant lifecycle. Work requires independent judgment in interpreting laws, regulations, grant requirements, and funding opportunities. General supervision is received from a department head or designee. Supervision over subordinate staff may be exercised when assigned.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Research, identifies, and evaluates federal, state, local, and private grant funding opportunities;
- Coordinates, prepares, and submits competitive and non-competitive grant applications and required supporting documentation;
- Identifies new grant funding opportunities to enhance and expand the City’s grant portfolio;
- Performs pre-award grant activities, including reviewing funding requirements, coordinating application materials, and ensuring timely submission of grant applications;
- Submits applications for grant funding opportunities and coordinates required supporting documentation;
- Performs post-award grant administration activities, including monitoring grant requirements, deliverables, reporting obligations, and closeout;
- Performs financial grant management activities, including monitoring grant budgets, expenditures, reimbursement requests, and related fiscal activity;
- Prepares and submits quarterly vouchers and payment claims to the appropriate funding agency;
- Generates quarterly accounts receivable reports and performs related reconciliations;
- Reviews grant terms and conditions and maintains a working knowledge of applicable federal requirements, including the Uniform Guidance (2 CFR Part 200);
- Identifies and tracks payments through Treasury On-Demand;
- Conducts required statistical analysis and prepares related reports;
- Coordinates and monitors grant-related appropriations and assists with ensuring that grant appropriations are properly established and maintained.
- Serves as liaison with federal, state, county, regional, and private funding agencies;
- Coordinates grant implementation from award through closeout;
- Develops internal grant management procedures and standardized processes;
- Ensures compliance with grant agreements,
- Procurement requirements, reporting deadlines, and applicable regulations;
- Monitors grant expenditures, budgets, reimbursement requests, and matching fund requirements;

- Works collaboratively with Finance, Purchasing, Legal, and operating departments to ensure grant compliance;
- Coordinates grant reporting, performance measures, and required documentation;
- Reviews contracts, memoranda of understanding, and grant-related agreements for compliance;
- Establishes grant tracking systems and maintains centralized grant records;
- Monitors grant performance and identifies potential compliance risks;
- Provides technical assistance and training to department staff regarding grant administration and compliance;
- Assists departments with developing project scopes, budgets, work plans, and performance metrics;
- Coordinates audits, monitoring visits, and grant closeout activities;
- Maintains a centralized inventory of all active and prospective grants;
- Prepares reports for executive leadership, elected officials, funding agencies, and auditors;
- May supervise clerical or professional staff assigned to grant administration;
- Responds to inquiries from the public, elected officials, community organizations, and partner agencies;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of principles and practices of grant administration;
- Thorough knowledge of federal and New York State grant regulations;
- Thorough knowledge of governmental budgeting and public finance;
- Good knowledge of municipal procurement procedures;
- Good knowledge of project management principles;
- Working knowledge of governmental accounting;
- Ability to interpret laws, regulations, grant agreements, and funding requirements;
- Ability to prepare complex grant applications and technical reports;
- Ability to analyze budgets and financial reports;
- Ability to establish effective working relationships with public officials, funding agencies, and community organizations;
- Ability to organize multiple grant projects simultaneously;
- Strong written and oral communication skills;
- Ability to utilize grant management software, financial systems, and Microsoft Office applications.
- Confidentiality;
- Resourcefulness;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

A. Possession of a Bachelor's degree in Public Administration, Business Administration, Accounting, Finance, Political Science, Public Policy, Planning, Economics, or a closely related field and two (2) years of full-time paid professional experience in grant administration, grant writing, grants management, program administration, project management, governmental budgeting, or public administration**; OR**

B. Possession of a Associate's Degree in one of the fields listed above and four (4) years of full-time paid experience as described in (A); **OR**

C. Any equivalent combination of training and experience as defined by the limits of (A) through (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.