

GRANT ADMINISTRATOR (Schools)

DISTINGUISHING FEATURES OF THE CLASS: Has full responsibility for the administration of the Grant Program in accordance with all local, state and federal codes, rules and regulations associated with same. This is a key position providing full management services necessary to plan, execute contracts, oversee and coordinate all work while meeting all reporting requirements and assuring compliance with all local, state and federal codes, rules and regulations governing or associated with a Grant Program. Incumbent is under the general supervision of the Superintendent or Assistant Superintendent with leeway allowed for the use of independent judgement in carrying out the details of the work. A Grant Administrator does related work as required.

TYPICAL WORK ACTIVITIES:

- Research, draft and submit grant proposals for departments and programs within the school district;
- Ensures compliance with funding received from private, local, state & federal awarding agencies including all reporting requirements;
- Collaborate with school leadership, board of education, board committees and administration on all aspects of grant proposals and awards;
- Assembles development information from statistical and demographic sources, questionnaires, and a variety of publications and agencies;
- Create and maintain grant manual, policies and procedures;
- Prepares and presents to board of education, finance committee and community with regard to grants received and/or proposals for new funding opportunities;
- Reviews purchasing requests and invoices for compliance with grant objectives and funding;
- Collaborates with grant coordinators to ensure compliance and timely progress of awarded grants;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the principles and practices used in school development programs; working knowledge of geographic, social and economic structure of the school district; working knowledge of grant application methods and procedures; ability to create and implement school development projects; ability to prepare detailed reports and complete complex forms and applications; ability to understand and follow complex oral and written instructions; ability to establish and maintain cooperative working relationships with others; ability to conduct research and gather and analyze data; ability to read and understand complex material; ability to communicate effectively both orally and in writing; resourcefulness; initiative; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Either

A. Possession of a bachelor's degree and three years of experience involving the administrative functions of large-scale projects or three years of experience in planning, economic or school development or grant writing; OR

B. Possession of an associate degree and five years of experience involving the administrative functions of large-scale projects or five years of experience in planning, economic or school development or grant writing; OR

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 New York State Civil Service website. You must pay the required evaluation fee.

SPECIAL REQUIREMENT FOR APPOINTMENT: In agencies where required, possession and maintenance of an appropriate class Driver's license – or – ability to otherwise demonstrate their ability to meet the transportation needs of the job in a timely and efficient manner.

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 12/15/2022

Revised: 1/10/2024