



## Cayuga County Department of Human Resources and Civil Service Commission

### JOB SPECIFICATION

Civil Service Title:	<b>GRANT COORDINATOR</b>
Jurisdictional Class:	Competitive
Civil Division:	County
Adoption: CSM	08/11/1999
Revised: CSM	11/12/08, 12/8/10

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#### **DISTINGUISHING FEATURES OF THE CLASS:**

This position exists in the County Department of Health and involves responsibility for managing grant programs and contract procedures. An incumbent creates grant programs and contract procedures. An incumbent creates grant applications and implements grant programs as well as evaluating program and subcontractor performance. The work is performed under the general supervision of the Deputy Director of Health Services and/or the Director of Community Health Services. An incumbent exercises direct supervision over subordinate personnel. Does related work as required.

#### **TYPICAL WORK ACTIVITIES: (Illustrative Only)**

Ensures achievement of grant program deliverables;  
Manages grant programs including strategic planning, budgeting, project evaluation and subcontractor performance evaluation;  
Develops and writes grant applications including collecting, compiling and interpreting economic and demographic data and collecting letters of support from stakeholders;  
Plans, negotiates and develops contracts with subcontractors in conjunction with state and local regulations and policies;  
Initiates meetings with subcontractors and community partners regarding grant implementation procedures;  
Supervises subordinate employees including assigning and evaluating work activities;  
Prepares program reports for the grant authority as required;  
Attends departmental meetings as necessary;  
Reports orally and in writing to the director of appropriate division;  
Participates in public health preparedness activities as trained and assigned;  
Does related tasks as assigned.

#### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

Good knowledge of grant application and program development practices and procedures;  
Good knowledge of contract development and negotiating practices and procedures;  
Good knowledge of state and local regulations, policies, and procedures regarding program implementation;  
Good knowledge of county health programs;  
Working knowledge of program evaluation practices and procedures;  
Working knowledge of budget practices and procedures;  
Working knowledge of supervision practices and procedures;  
Working knowledge of office practices and procedures;  
Working knowledge of the organizational structure, goals and objectives of the Department of Health Services;  
Ability to compile, manipulate and analyze data;  
Ability to write grant applications and develop grant programs;  
Ability to evaluate program performance;  
Ability to follow complex written instructions;  
Ability to prepare detailed written applications and reports;  
Ability to effectively communicate both orally and in writing;  
Ability to supervise the work of others;  
Ability to form and maintain effective working relationships.

**MINIMUM QUALIFICATIONS:**

- A. Graduation from a regionally accredited or NYS registered college or university with a Bachelor's degree in Public Health, Health Administration, Health Advocacy, Health Care Administration, Human Services, Social Work, Health Sciences, Health Education, or related field AND two (2) years of experience in a health or social service related field which will have included grant writing and/or grant administration\*; OR
- B. Graduation for a regionally accredited or NYS registered college or university with a Bachelor's degree AND three (3) years of experience in grant writing and/or program management or administration\*; OR
- C. Graduation from a regionally accredited or NYS registered college with an Associate's degree in one of the areas outlined in (A) above AND four (4) years of administrative experience\* in a health or social service related field which will have included grant writing and/or grant administration; OR
- D. An equivalent combination of training and experience as outlined by the limits in A, B, and C above.

\*NOTE: Administrative experience is responsible direction and control of an identifiable organizational unit or program. In addition to the supervision of work groups, an administrator is involved in planning, resource allocation, program evaluation and policy formulation. Experience performing specialized functions or "staff activities" such as budgeting, finance, administrative analysis or personnel, which do not involve the aforementioned responsibilities, are not considered administrative experience.