

Jurisdictional Class: Competitive  
Adopted: March 3, 1998 as Grants Procurement Specialist (Schools)  
Revised: June 24, 2021

Clinton County

## **GRANTS PROCUREMENT SUPERVISOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves responsibility for the developing, proposal writing, procuring, and monitoring of public/private grant funds that may be available. An employee in this class performs administrative level work in identifying possible funding sources to develop programs that may be available. The employee functions as a compliance monitor of the grant, although not responsible for the fiscal disbursement/audit of the program. The employee is allowed a considerable amount of leeway in initiating and implementing projects, which may be of benefit to the public. Work is reviewed in progress and upon completion, through narrative status reports, and the success in gaining funding and its programs effective results. Supervision is exercised over subordinate personnel. The incumbent does related work as required.

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

Initiates and researches sources for possible funding available for pilot projects and programs that is not currently operational or may be threatened due to lack of monies within the budget;  
Utilizes private/public libraries research documents of government and private institutions/corporations/foundations that fund projects developed in the public sector;  
Corresponds with such sources to determine general availability of funds and focus of programs for which monies are available;  
Develops through personal contact with governmental officials/officers, areas of concern for program development, which has not occurred due to lack of local public monies;  
Brings into focus and makes recommendations on various areas which afford the potential of grant availability and development;  
Develops framework of the area in which a program might be needed; such as the purpose, how it is to be obtained, what staffing may be needed to affect its success, amount and breakdown of monies necessary to bring to successful conclusion, monitoring the program through an evaluative tool that will enhance the projects funding;  
Ensures that grants are in place and working in accordance with predetermined application;  
Shepherds grants in a manner to ensure their success;  
Maintains continued contact with public/private not for profit agency responsible for programs administration to insure compliance;  
Prepares final narrative report on completed program success/failure based upon conversation, narrative status reports and observation of the program;  
Identifies grant sources;  
Interprets grant rules and regulations and monitors grant development to ensure compliance;  
Coordinates timetables, meetings, input, and deadlines to expedite timely grant submission;  
Assists in the development of evaluation criteria to measure grant program effectiveness;  
Prepares reports and other documents required by funding agencies;  
Coordinates efforts of grants writing team by assigning grant components, reviewing assignments and editing where necessary;  
Performs evaluations on subordinate staff;  
Provides technical assistance to personnel and various governmental officials on grant sources;

## Grants Procurement Supervisor

Assists in training staff, writers, consultants and outside agency personnel in grants development by conducting seminars, workshops and providing on-the-job training;  
Provides liaison for state, federal and foundation funding sources;  
Assists in budget preparation for grant components;  
Makes presentations to review committee;  
Attends public meetings as departmental resource to determine areas of public concern for programs.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of grants preparation, principles and practices;  
Working knowledge of the sources for funding in the area of the public, corporations, funding foundations and similar institutions;  
Working knowledge of the principles and practices used in grants proposal applications and administration of the grant;  
Working knowledge of methods and techniques utilized in training personnel;  
Ability to gather and analyze data, draws conclusions from, obtain data and present in a logical, concise manner both verbally and in written narrative format;  
Ability to prepare detailed reports and to support recommendations;  
Ability to conduct interviews for the purpose of obtaining information and to establish and maintain effective working relationships with the public, private, corporate, industry and not-for-profit agencies and their representative;  
Ability to prepare periodic progress reports including financial reports;  
Ability to oversee and supervisor the work of others;  
Ability to read and understand complex narrative material.

**MINIMUM QUALIFICATIONS:** Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and two (2) years of work experience involving the development, administration or analysis of programs, projects or grants administration.

**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.