

E & T GRANT ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the management and coordination of all aspects of the grant process for the Office of Employment and Training. This includes writing, reviewing, and submitting grant proposals, as well as managing and reporting on the progress of funded projects. The incumbent performs complex administrative duties related to identifying, developing, coordinating, and analyzing a variety of Federal, State, and private grant programs. The work also involves performing, overseeing, implementing, and coordinating grant research, writing, and billing. This position involves considerable contact with the Director and Deputy Director of Employment & Training, Public officials, professionals, civic organizations, and other social and community groups. Work is performed under the general supervision of the Director of Employment & Training or a higher-level employee, with leeway allowed for exercise of independent judgment in planning and carrying out work of the position. Supervision is exercised over lower-level employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Researches, plans, implements, and evaluates Federal, State and Private grant programs and coordinates agency operations with other public and/or private agencies to maximize and ensure comprehensive approval of grants to support the department, its customers and clients;

Coordinates and reports on all grants approved by the Office of Employment and Training and Broome-Tioga Workforce NY;

Interprets federal, state, and local rules and regulations relating to the application for approval and implementation of the Workforce Innovation and Opportunity Act and all other grants;

Enters and oversees time entry of payroll, under supervision of the fiscal officer, for all employees involved in all other grants;

Assists in planning, conducting, and overseeing a staff training and development program;

Plans, organizes, and supervises the work activities of subordinate employees;

Coordinates functions of assigned staff to ensure that work experience, training, education, and support services are

E & T GRANT ADMINISTRATOR—cont'd

- delivered in the most efficient manner to maximize client potential;
- Establishes and maintains liaison with representatives from private industry, non-profit organizations, and governmental agencies to enlist their participation in department programs;
- Assists the Director in developing long-range plans to maintain continuous services for effective program development;
- Ensures the proper operation of administrative policies related to formulation of procedures for reviewing, analyzing, and evaluating department systems and programs.
- Prepares and interprets a wide variety of narrative and tabular records and reports as necessary for control and operation of departmental activities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the laws, rules, regulations and guidelines applicable to grant programs;
- Thorough knowledge of federal, state and private programs and grant sources;
- Thorough knowledge of the procedures involved in the development and management of grants and contracts;
- Thorough Knowledge of regional workforce development related to employment, poverty, and unemployment;
- Thorough Knowledge of the delivery of supportive services;
- Thorough Knowledge of the specific needs of the disadvantaged populations;
- Thorough knowledge of regional workforce development related to employment, poverty, and unemployment;
- Thorough Knowledge of the delivery of supportive services;
- Thorough Knowledge of the specific needs of the disadvantaged populations;
- Good knowledge of applicable community resources;
- Good knowledge of the principles and techniques of statistical, social and economic analysis as applicable to grants administration;
- Good knowledge of local occupational conditions and trends;
- Ability to establish and maintain effective working relationships with governmental agencies and community agencies to achieve desired objectives;

E & T GRANT ADMINISTRATOR—cont'd

Ability to analyze organizational and departmental needs;
Ability to prepare grant proposals and reports;
Ability to plan, direct and supervise the work of others;
Ability to communicate effectively, both orally and in writing;
Ability to establish and maintain effective working relationships with a wide variety of people;
Ability to understand and interpret complex oral and written information;
Ability to create and interpret complex narrative and tabular reports;
Strong organizational and communication skills;
Initiative; Tact; Good judgment.

MINIMUM QUALIFICATIONS:

A) Possession of a Bachelor's degree* in public or business administration, industrial or labor relations, economics, political science, social or behavioral sciences, human services, or closely related field, and two years of experience in job training or development and analysis, personnel counseling or placement, public or business administration, economics, labor relations, or human services, that involved grant research, grant writing, and/or grant management; OR

B) Possession of an Associate's degree* in public or business administration, industrial or labor relations, economics, political science, social or behavioral sciences, human services, or related field, and four years of experience in job training or development and analysis, personnel counseling or placement, public or business administration, economics, labor relations, or human services, that involved grant research, grant writing, and/or grant management.

C) An equivalent combination of training and experience as defined by the limits of A) and B) above.

*NOTE: Your degree must have 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.