

GRANT SPECIALIST - CHAUTAUQUA COUNTY GOVERNMENT

Office of the Public Defender – Mayville, NY 14757

The Chautauqua County Office of the Public Defender is seeking qualified applicants to fill a full-time Grant Specialist vacancy out of the Mayville, NY Office. A Grant Specialist will be responsible for researching and identifying grant opportunities along with the development, preparation, submission and follow-through of grant applications. This position is 40 hours/week, Monday through Friday. Salary begins @ \$23.33/hour plus benefits.

Chautauqua County Government offers a comprehensive benefit package that includes:

- Health Insurance including Dental and Vision
- Health Savings Account partially funded by the County
- 13 Paid Holidays
- Generous Vacation and Sick Accruals
- 2 Personal Days per year
- Employee Assistance Program
- Retirement Savings Programs; including NYSLERS Pension and additional Deferred Compensation
- Eligible for Federal Student Loan Forgiveness Program
- And Much More!

Minimum Qualifications: Graduation from high school or possession of a high school equivalency diploma and either:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and one (1) year of experience in writing proposals or grants; OR
- B. Graduation from a regionally accredited or New York State registered college or university with an Associate degree and three (3) years of experience as described in (A) above; OR
- C. Five (5) years of experience as described in (A) above.

This position is being filled on a provisional basis pending the outcome of a future dated Civil Service examination for this title. An incumbent will be chosen from approved applications received.

Application Process: Interested candidates must complete an original Chautauqua County Government Application for Employment/Examination available on the county's website: chqgov.com and return it to Chautauqua County Department of Human Resources, Gerace Office Building – Room 144, 3 North Erie St, Mayville, NY 14757.

Chautauqua County Government is an Equal Opportunity Employer

Grant Specialist Job Description

DISTINGUISHING FEATURES OF THE CLASS: This is an important technical position involving responsibility for researching, identifying and the development of grant opportunities. An incumbent in this class will oversee the preparation, submission and follow-through of grant applications. The incumbent in this position will work under the general direction of higher ranking professionals or administrative staff with latitude for the exercise of independent judgment. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Researches, identifies and develops new grant opportunities by searching for program ideas and sources;
- Explores and recognizes new funding possibilities for the improvement of services;
- Continues the administration and renewal of grants previously awarded to the agency;

- Interprets grant rules and regulations and monitors grant development to ensure compliance with mandates, goals, and objectives;
- Coordinates timetables, meetings, input, letters of support and cooperation with third party organizations and agencies, to expedite timely grant submissions by grant deadlines;
- Prepares final grant contract proposals including any supportive documentation necessary for proposal submissions;
- Provides supervisor with reports of results of data analyses in such areas as demographic data, etc. and sources of grant funding;
- Maintains a complete information file on all grants, including what programs are available, where to apply for which programs, and trends in federal, state and private programs;
- Assists administration in grant and contract management activities;
- Prepares evaluations and research reports as required;
- Monitors federal, state and other regulations concerning grants and contracts to ensure compliance;
- Assists in budget preparation for grant components and presents it to the review committee or board;
- May Assist in training staff, consultants and outside agencies in grant development by conducting seminars, workshops and providing on-the-job training;
- May supervise lower level clerical staff in the collection and maintenance of all statistical and financial data required for the support and administration of any grants.

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 grant programs and grant sources; good knowledge of modern research practices and techniques; good knowledge of personal computers; ability to write and develop grant applications; ability to research grant opportunities; mathematical ability; ability to communicate effectively both orally and in writing; ability to establish effective working relationships with a wide variety of people, particularly with government and community based agencies; ability to positively and competently represent the agency; ability to understand and interpret complex oral and written information; resourcefulness; initiative; good judgment; tact and negotiation abilities.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and one (1) year of experience in writing proposals or grants; OR
- B. Graduation from a regionally accredited or New York State registered college or university with an Associate degree and three (3) years of experience as described in (A) above; OR
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