

GRANT ADMINISTRATOR

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 and meshes ongoing construction and activities with routine maintenance. This is a key position providing full management services necessary to plan, execute contracts, oversee and coordinate all work; meet all reporting requirements and assure compliance with all local state and federal codes, rules and regulations governing or associated with a Grant Program. Incumbent is under the general supervision 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 City;
- Confers with local authorities, and civil and business leaders in order to encourage development activities;
- Assures Mayor and City Council and contractors compliance with all local, state and federal codes, rules and regulations governing or associated with the Comprehensive Grant Program;
- Assembles development information from statistical and demographic sources, questionnaires, and a variety of publications and agencies;
- Presents project and funding updates to City Council;
- Responsible for contracting award process to include advertisement, bid openings and award of construction contracts;
- Inspects work in progress and assures that work is in accordance with the City's objectives for cost, time and quality;
- Collaborates with leadership in the maintenance of financial records for the program;
- Collaborates with City Planning Board, Industrial Development Agency and other community development groups as directed;
- Responsible for all reporting requirements to local, state and federal governments;
- Purchases material, supplies and equipment budgeted in the Grant Program but which are not covered under general construction contracts;
- Reviews invoices for materials and equipment for accuracy and payment;
- Conducts daily inspections of work in progress to assure compliance with plans, specifications, intent of design and other contract documents;
- Participates in job meetings with architects, engineers and contractors to monitor progress and resolve differences;
- Speaks before community groups and other gatherings to further the economic growth and understanding of development programs in Cattaraugus County;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the principles and practices used in community development programs; working knowledge of geographic, social and economic structure of the city; working knowledge of grant application methods and procedures; ability to create and implement community 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 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 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: 05/07/2019

Revised: 3/11/2026