

GRANTS TECHNICIAN

Department: Town Supervisor

Classification: Competitive

Specification Number: 1090

Approved: 12/1/23

Revised: By JG

MINIMUM QUALIFICATIONS

OPEN COMPETITIVE

Either:

- a) Graduation from a New York State or regionally accredited college or university with a Bachelor's Degree; or,**
- b) Graduation from a New York State or regionally accredited college or university with an Associate's Degree, and two (2) years of experience in preparing, researching and/or monitoring grants from state or federal sources; or,**
- c) Graduation from a standard senior high school or possession of a high school equivalency diploma, and four (4) years of experience in preparing, researching and/or monitoring grants from state or federal sources.**

DISTINGUISHING FEATURES OF THE CLASS

Under general supervision, an employee in this title assists in researching governmental and financial grants. The incumbent may assist the Town departments in the preparation, development and use of grant programs. Supervision is received from an administrative supervisor; and work is reviewed through periodic conferences and reports. Does related work as required.

TYPICAL WORK ACTIVITIES

- Responsible for grant research for the Town;**
- Gathers background data and prepares brief reports on available grants;**
- Maintains clear and concise records on federal and state grants received and on applications prepared;**
- Prepares status reports on grant programs;**
- Conducts research on the impact of proposed regulations and/or legislation on municipal activities;**
- Provides information to Town departments and elected officials on grant programs.**

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Working knowledge of federal and state grant programs and of their applicability to Town departments; working knowledge of the proper administration of government aid programs; working knowledge of statistical and research concepts and methods; ability to analyze and organize data and prepare reports; ability to establish and maintain effective working relationships with supervisory personnel and government officials; ability to express oneself clearly and concisely, both orally and in writing; physical condition commensurate with the demands of the position.