



Full Time Position

Provisional Appointment Pending Civil Service Exam

Starting Salary: \$53,187

Excellent Benefit Package

Preference in Appointment May be Given to City of Newburgh Residents

GRANTS COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS:

This work involves responsibility for the coordination and management of intergovernmental grants for the City of Newburgh in accordance with established rules and regulations. The incumbent in this position is responsible for researching available grant funds and writing and preparing grant applications on behalf of the City. Work is performed under the general supervision of the City Manager with considerable leeway in exercising independent judgment in carrying out the details of the work. Does related work as required.

EXAMPLES OF WORK: (ILLUSTRATIVE ONLY)

Interacts with administration, staff and outside agencies in developing grant proposals for various programs;
Researches and investigates all available and potential federal, state, local and private funding sources;
Develops, writes, reviews and edits grant proposals, including collaborative grant applications with other agencies;
Coordinates, monitors and manages grant budgets;
Maintains all grant related inventories;
Assists departments with the design and implementation of grant initiated programs;
Arranges for training and professional development workshops for various grant initiated programs;
Represents the City at relevant state, regional and local meetings.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

Thorough knowledge of federal, state, local and private funding sources, rules and regulations. Good knowledge of various program grants especially in the areas of technology, professional development, community enhancement and uniformed services support. Skill in collecting, organizing and analyzing data and information related to grant applications. Ability to develop and write successful grant applications. Ability to establish and maintain working relationships with department heads and representatives from other agencies and organizations. Ability to prepare and monitor budgets. Ability to assist in the development and implementation of grant initiated programs. Ability to communicate effectively orally and in writing. Computer proficiency. Thoroughness. Initiative. Physical condition commensurate with the demand of the position.

SEE REVERSE SIDE

MINIMUM QUALIFICATIONS TO APPLY:

- A. Bachelor's degree in Business or Public Administration, or closely related field, and one year experience writing grants, Or;
- B. Bachelor's Degree and two years experience writing grants, Or;
- C. Associate's Degree in Business administration or closely related field and three years experience in writing grants.

**Send Resume with cover letter via email to: mmills@cityofnewburgh-ny.gov
or via USPS to: Civil Service Office, City Hall, 83 Broadway, Newburgh, NY 12550**

Position Open Until Filled

CITY OF NEWBURGH – AN EQUAL OPPORTUNITY EMPLOYER

10/7/15