

Civil Division: Oneida County Government, BOCES

Jurisdictional Class: Competitive

Revised: 12/30/03

GRANT WRITING SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This is technical work involving responsibility for researching, identifying and developing grant opportunities and coordinating application for grants and contracts. Employees of this class provide technical assistance to staff, agency personnel and personnel from other agencies in the area of grant identification and preparation. Work is performed under a higher level staff person. General supervision may be exercised over clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Researches, identifies and develops potential grant opportunities by searching for program ideas and sources;

Assists in planning and developing grant applications and reviewing and processing grant documents;

Interprets grant rules and regulations and monitors grant development to ensure compliance with mandates by offering technical writing service;

Provides supervisor with reports of results of data analyses in such areas as demographic data, etc. and sources of grant funding;

Maintains information file on grants, including what programs are available, where to apply for which programs, and trends in federal, state and private programs;

Investigates and identifies new funding possibilities for improvement of services;

Coordinates timetables, meetings, input, and deadlines to expedite timely grant submission;

Prepares final grant contract proposal submissions;

Assists administration in grant and contract management activities;

Prepares evaluation and research reports as required;

Assists in training staff, consultants and outside agencies in grant development by conducting seminars, workshops and providing on-the-job training;

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;

Travels as necessary to maintain communications with funding representatives.

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 word processors and personal computers; ability to write and develop grant applications; ability to research grant opportunities; ability to compile quantitative and narrative reports; mathematical ability; ability to understand how appropriations are determined and allocated; 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 understand and interpret complex oral and written information; resourcefulness; initiative; good judgment; tact and negotiation abilities. continued....

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Bachelor Degree **AND** two (2) years 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** four (4) years experience in writing proposals or grants; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** six (6) years experience in writing proposals or grants.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

Adopted: 05/13/02