GRANT ADMINISTRATOR (City of Batavia) (HELP Program)

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position involving the responsibility for the implementation and coordination of grants, including writing, monitoring, task completion and management of grants under specific funding guidelines. The incumbent is responsible for implementing strategies, ensuring compliance and monitoring of funds. An employee in the class performs professional level work in identifying possible funding sources to develop programs that may be available. The work is performed under administrative supervision from the Assistant City Manager with considerable latitude allowed for the exercise of independent judgment in carrying out details and assigned work. Supervision is not a responsibility of this position. Does related work as required.

TYPICAL WORK ACTIVITIES:

Administration of activities included in grant application, award, council approval, grant contract, management of grant and closeout of grant;
Oversee the maintenance of master files on grants, monitor paperwork connected with grant-funded programs, review and report notices of grant awards and denials;
Write, prepare and submit grants proposals;
Ensures timeliness, compliance with funder requirements and consistency with City of Batavia programming and mission;
Collaborates with departmental personnel affected by proposed grant to develop grant submission content, outline utilization of potential/actual funding;
Review grant process and ensure financial and administrative compliance are within grant guidelines;
Meet with representatives of funding sources to discuss funder requirements and build a professional relationship;
Make presentations for funding requests;
Develop and implement strategies for identifying funding opportunities;
Submitting requests and optimizing the grants administrative process;
Monitor sources dealing with funds available through grants from governmental agencies, corporations, private foundations, etc.;
Prepare, maintain, develop reports and make presentations;
Attend and participate in required conferences, meeting, workshops, trainings, etc.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of grant writing and administration; good knowledge of State and Federal Regulations; ability to implement strategies for identifying funding opportunities; proficient in multiple computer programs; ability to plan and carry out projects; ability to understand and interpret written material; ability to get along well with others and the ability to establish and maintain effective working relationships with others; good judgment, initiative and resourcefulness; ability to pay close attention to details; accuracy; ability to communicate clearly and effectively both orally and in writing; tact and courtesy; neat appearance;

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education, **AND EITHER:**

A. Master's degree in Public Administration, Business Administration, Accounting, Economics, Political Science, or a closely related field.

OR

B. Possession of Bachelor's Degree or higher in accounting, public or business administration, economics, political science or related field **AND** two (2) year of full-time, paid experience in raising funds, grant writing, grant procurement or coordination of a public or private grant program;

OR:

B. Possession of Associate's Degree in accounting, public or business administration, economics, political science or related field **AND** four (4) years of full-time, paid experience in raising funds, grant writing, grant procurement or coordination of a public or private grant program;

OR:

C. Six (6) years of full-time paid experience paid experience in raising funds, grant writing, grant procurement or coordination of a public or private grant program.

SPECIAL REQUIREMENT FOR APPOINTMENT AND CONTINUED EMPLOYMENT
Possession of a valid New York State driver's license at the time of appointment and maintenance of such license throughout the tenure of employment in the position.

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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 internet at http://www.cs.ny.gov/jobseeker/degrees.cfm. You must pay the required evaluation fee.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Non-Competitive Class
Approved 5/21/25
Revised 8/26/26