

CITY OF UTICA

NOTICE OF VACANCY

THE CITY OF UTICA

announces that a vacancy exists in the City of Utica for

GRANTS WRITER

Salary: \$50,914 - \$57,206

Classification: CSEA, Competitive Position
Membership in the NYS Retirement System is Mandatory
Eligible for Health Insurance and Dental Insurance

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for the procurement of federal, state, county, and private non-reimbursable funds designed to enhance the quality and quantity of services provided by the municipality to the public. This is achieved by identifying potential funding sources, matching them with appropriate municipal needs or operations, formulating necessary procedures for the timely and accurate review and submission of proposals, and establishing the necessary controls to effectively and efficiently utilize the funding in compliance with grantor requirements. Extensive contacts are established with federal, state, county, and private agency personnel as well as municipal department heads and officials. Supervision may be exercised over clerical support personnel. This work is performed under the general direction of the Commissioner of Urban and Economic Development with leeway allowed for the exercise of independent judgment in carrying out details of the work. Supervision is exercised over subordinate clerical employees. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Researches, develops, and coordinates efforts to procure non-reimbursable funding from federal, state, county, and private agencies;
Interprets legislation, directives, policies, and procedures as they effect the acquisition of non-reimbursable funding and formulates plans and procedures designed to comply with these mandates;
Develops and maintains contacts with grantor agency officials to maintain awareness of availability of funding, keep abreast of policy changes, and to facilitate the acquisition process;
Meets with department heads and/or municipal officials to discuss priorities and the possibility of securing funds to meet these needs, and to inform them of the process involved in obtaining funds and their concomitant obligations;
Works with department heads/officials to obtain statistics/documentation and to develop proposals prior to submission to the funding source;
Advises management of the potential benefit limitations;
Monitors grant activities to assure compliance with various grantor requirements;
Reports to the Commissioner regarding grant activities and proposals;
Prepares a variety of records and reports;
Seeks grants to help effect area development programs;
Works with the Commissioner and others in developing and packaging grant applications;
Keeps abreast of city, state, and other rules, regulations, and policies regarding this department;
Records work completed;
Participates in professional conferences/training programs;
Keeps up to date on new developments in urban, community and economic development;
Performs a variety of related duties as necessary.

MINIMUM QUALIFICATIONS:

(A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in business administration, public administration, political science, planning, education, or a closely related field and one (1) year of paid full-time experience or equivalent part-time experience in fund raising, grant writing, grant procurement, research and/or technical writing or coordination/administration of a public or private grant program; OR

(B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in business administration, political science, planning, or a closely related field and three (3) years of experience as stated in (A) above; OR

(C) Graduation from High School and five (5) years of full-time experience as defined by the limits of (A) and (B) above.

NOTE: Part-time and Volunteer experience will be pro-rated toward meeting the full-time experience requirement. The following criteria will be used in order to pro-rate experience:

08 - 15 hours per week.....1/4 time

16 - 23 hours per week.....1/2 time

24 - 31 hours per week.....3/4 time

Applications:

Applications/resumes should be submitted to Civil Service, Utica City Hall, 1 Kennedy Plaza, Utica, New York 13502.

For more information about this position, please call (315) 792-0225.

This posting is for filling a position on a provisional basis, a Civil Service Exam will be scheduled in accordance with NYS Civil Service Law.

Applicants must be residents of the City of Utica.

THE CITY OF UTICA IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

It is the policy of the City of Utica to provide for and promote equal opportunity in employment, compensation and other terms and conditions of employment without discrimination because of age, race, creed, color, national origin, gender, sexual orientation, disability, military status, genetic predisposition, carrier status, political affiliation or belief.

(Issued: 12/11/21)