



Our Future Starts
With *you!*

POSITION: Grants Specialist

DEPARTMENT: Management and Budget

SALARY: \$58,000 - \$63,000

WORK LOCATION: 112 State Street, Albany, NY 12207

BENEFITS:

- ▶ Paid Time-Off
- ▶ Tuition Reimbursement
- ▶ NYS Retirement
- ▶ Health, Dental, Vision and Hearing
- ▶ Employee Assistance Program

DESCRIPTION:

The Grants Specialist will aid the Grants Coordinator in grant related activities including the implementation of a Grants Management System, the fulfillment of American Rescue Plan Act (ARPA) requirements, and management of grant funding received by the County. This is primarily administrative work involving responsibility for researching and applying for available federal and state funds for use by the County. The work involves reviewing resource materials including traditional and electronic media to locate grant funding; applying for funds by completing lengthy and detailed applications; monitoring expenditures; and ensuring the disbursement of funds once received. The work is performed under the general supervision of the Grants Coordinator and Deputy Commissioner of Management & Budget. Does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from an accredited college or university with at least a Bachelor's degree and two (2) years of paid experience in grants administration.

Please submit a resume with this application.

POINT OF CONTACT FOR INQUIRIES:

Amanda.brady@albanycountyny.gov

