

Job Notice for Grants Manager

The City of Kingston, located at 420 Broadway, Kingston, NY, seeks a full time employee to perform the duties of a Grants Manager. This position performs high-level professional work related to grant seeking, grant administration, and coordinating grant management on a city-wide basis. Works closely with other City departments (i.e. Comptroller, etc.) to accomplish goals set forth by Management.

The work consists of researching grant funding opportunities at the federal, state, local and foundation levels. Grant administration and coordinating grant management activities. The work is performed under the general supervision of the Mayor with direct supervision of the department head with considerable leeway allowed for the exercise of independent judgment in carrying out the details of the work. Does related work as required.

MINIMUM QUALIFICATIONS: Either:

- a) Graduation from a regionally accredited or New York State registered college, university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in Public Administration, Business Administration, or closely related field and three (3) years' experience in research, finance, or public administration, including experience in grant administration, grant management, grant coordination, obtaining funding for grant projects and programs, and grant writing; or
- b) Graduation from a regionally accredited or New York State registered college, university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in Public Administration, Business Administration or closely related field and six (6) years' of experience as defined in (a); or
- c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

This is a full-time position and includes benefits such as health, dental and vision as well as pay increases according to the CSEA union contract, vacation, personal and sick time and holiday pay. The salary range is \$41,537 - \$48,880 annually. Enrollment in the New York State Retirement System is required.

This title is competitive and will be filled by a provisional appointment. A provisional appointment means the incumbent must sign up to take the Civil Service examination when it is scheduled and place in the top three willing to accept appointment in order to remain in the position.

The City of Kingston is an equal opportunity employer.

If you wish to apply, please send employment application to Jackie DeCicco, Executive Secretary, Civil Service, 420 Broadway, Kingston, NY, 12401. Please feel free to contact us at (845) 334-3921 Monday through Friday 8:30am to 4:30pm with any questions you may have. The applications can be found on our website at www.kingston-ny.gov.