

PROGRAM ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: This is a key position providing full management services necessary to plan, oversee, coordinate work, meet reporting requirements and assure compliance associated with a funding program. An incumbent of this class is responsible for the research and procurement of federal, state and private non-reimbursable funds designed to enhance the scope of services provided to the public. This is achieved by identifying potential funding sources; matching them with appropriate needs or operations; formulating necessary procedures for the timely and accurate review and submission of proposals; and working with recipients to establish necessary controls to effectively comply with funding, programmatic and reporting requirements. Extensive contacts are established with federal, state, and local agency personnel. Technical advice and assistance are provided to law makers and management staff regarding available funding, procurement procedures, and funding requirements. Work is performed under the general supervision of the County Administrator with leeway allowed for the use of independent judgement in carrying out the details of the work. Supervision may be exercised over support staff. A Program Administrator does related work as required.

TYPICAL WORK ACTIVITIES:

- Develops and coordinates efforts to research, identify and maximize non-reimbursable funding available from federal, state and private agencies;
- Reviews legislation, regulations and public issues as they relate to the availability of discretionary and non-entitlement funding, and formulates strategies to meet application requirements and expedite the award process;
- Develops and maintains contacts with officials of grantor agency to keep abreast of procedural changes, announcements of new funding possibilities, and to facilitate the acquisition process;
- Meets regularly with managers to discuss departmental objectives and priorities to explore the possibility of securing funds to meet those needs and to advise them of the process to establish eligibility in obtaining funds and other requirements;
- Monitors projects and tracks funding to ensure the regulatory compliance with the funding source;
- Monitors programs and activities to ensure compliance with various regulatory requirements.
- May assist with other financial, audit and management duties related to the Office of the County Administrator.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the policies, procedures and techniques involved in obtaining discretionary and non-entitlement federal, state and private funds; good knowledge of the department's organization, policies, procedures and objectives; good knowledge of the principles, theories, techniques and practices of internal and financial compliance auditing; good knowledge of governmental accounting theory and practice; good knowledge of the principles and techniques of administration; ability to analyze the organization and functions of departments; ability to make persuasive oral and written presentations; ability to develop necessary internal guidelines and procedures for preparing and reviewing proposals; ability to prepare written grant proposals and

reports; ability to establish and maintain effective relationships with public officials and management personnel both within the county and grantor agencies; ability to evaluate grant proposals to ensure compliance to requirements; ability to plan and supervise the work of others; ability to speak, read, write, understand and communicate sufficiently to perform the essential duties of the position; sound professional judgment; resourcefulness; initiative; tact; integrity; physical condition commensurate with the requirements of the position.

MINIMUM QUALIFICATIONS:

Graduation from a New York State or regionally accredited college or university with a Bachelor's Degree* and either (a) four years of paid experience where the primary function of the position was in grants writing, grants management or grant application review; or (b) four years experience where the primary function of the position was budgeting, financial auditing or planning, two years of which must have involved management of grants or contracts in a public or private organization.

SUBSTITUTION: Credits toward a Master's Degree* in Public Administration, Business Administration, Finance, Accounting, Management, Planning or closely related field may be substituted for each year of the experience at the rate of thirty credits per year for a maximum of two years. There is no substitute for the two years or specialized experience in (b).

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 6/17/21