

Please Post Conspicuously

OTSEGO COUNTY HAS THE FOLLOWING VACANCY:
Public Defender's Department
Grants Administrator/Data Officer
\$61,744 - \$73,294
Dated: June 26, 2025
Last Date To File: July 10, 2025
EOE

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position involving responsibility for data collection and reporting; updating, researching, identifying and developing grant applications and coordinating applications for state and local grants, contracts and administering same. An employee in this class will be required to administer grants and contracts. Work is performed under the supervision of a higher-level administrator with leeway allowed for the exercise of independent judgment and initiative; does related work as required.

TYPICAL WORK ACTIVITIES:

- Researches, identifies and develops potential grant using on-line information retrieval systems. (In the Public Defender's Office for Criminal Defense and Parental Representation);
- Assists higher-level administrative employee and administrators in planning and developing grant applications and reviewing and processing grant documents;
- Maintains information file on grants, including what programs are available, where to apply for which programs, and trends in federal, state and private programs;
- Under the supervision of a higher level administrator, responds to Requests for Proposals (RFP's);
- Investigates and identifies new funding possibilities;
- Operates on-line information retrieval systems for grant and funding information;
- Prepares final grant and contract proposal submissions;
- Maintains filing on all grant and contract activities;
- Assists various department administrators in grant and contract management activities;
- Prepares a variety of reports and studies including new Indigent Legal Services (ILS) data requirements;
- Monitors federal, state, and other regulations concerning grants and contracts and ensures compliance;
- Identify any changes in how data are currently collected, maintained, and reported in order to comply with ILS definitions, requirements, and deadlines to higher-level administrator prior to implementing changes.
- Familiarity with the technology employed by providers of mandated representation to track relevant data as well as with providers' practices in collecting and maintaining pertinent data;
- Availability for in-person and web-based training on several aspects related to data tracking in compliance with ILS requirements;
- Availability to provide regular updates to ILS on the status of the implementation of the new data requirements;
- Coordinate the annual reporting of required data in a uniform, accurate and timely fashion;
- Maintain an impartial and consistent approach when dealing with different providers;
- Have the capacity to represent faithfully to ILS the quality of the data from all providers in the county, and communicate to ILS any concerns about data quality;
- Speak authoritatively to the accuracy and consistency of data submitted;
- Does related work as required.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of the laws, rules, regulations and guidelines applicable to grant programs; thorough knowledge of federal, state and private grant programs and grant sources; good knowledge of the needs and purposes of an educational institution; good knowledge of modern research practices and techniques; good knowledge of personal computers; ability to research grant opportunities; ability to communicate effectively, both orally and in writing; ability to establish effective working relationships with a wide variety of people; ability to understand and interpret complex oral and written information; resourcefulness; and initiative.

MINIMUM QUALIFICATIONS: Either:

- a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree or higher and two (2) years of paid work experience in grant writing/grants administration, and data collection, maintaining and reporting; OR
- b) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree and four (4) years of experience as defined in (a); OR
- c) Graduation from high school or possession of a high school equivalency diploma and six (6) years of experience as defined in (a); OR
- d) An equivalent combination of training and experience as defined by the limits of (a), (b), and (c).

NOTES:

- 1. Paid work experience in the preparation of written proposals for obtaining new and/or additional program funding from a governmental or private source may be considered as qualifying experience if such experience is not counted as part of the educational requirement.
- 2. Successful completion of coursework in grant writing/grants administration may be substituted for work experience on a year-for-year basis up to half the amount of experience required if such experience is not counted as part of the educational requirement.

Classification: Competitive

Applications available at the Otsego County Personnel/Civil Service Department, 183 Main Street, Cooperstown, NY 13326 or online at www.otsegocountyny.gov