



THE CITY OF WATERVLIET HAS AN OPENING FOR



GRANT COORDINATOR

GENERAL STATEMENT OF DUTIES: Assist in implementation of Watervliet's Community Development Block Grant program and other grant and development projects and willingness to perform arduous tasks and related work as required. The work is performed under the general supervision of the Director of Planning and Community Development and the General Manager.

Some Examples of work include;

- Research sources of funds, evaluate programs and recommend uses of grant funds
- Provide information to the public concerning grants and how to apply for them by telephone, press release and email communications
- Draft grant applications as needed
- Administer documentary compliance for grants
- Maintain administrative files for grants and other projects
- Assist Director of Planning and Community Revitalization generally

REQUIRED QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES:

Willingness to work directly with residents and contractors regularly via phone and face-to-face; Must demonstrate ability to synthesize and communicate findings verbally and in writing.

Computer literacy for writing and research is essential. Proven ability to work independently.

Acceptable Experience and Training:

- (a) Graduation from a regionally accredited or NYS registered college or university and one year of experience in program management or analysis; or
- (b) Graduation from high school and five years of experience as indicated in (a) above; or
- (c) An equivalent combination of experience and training.

Must be a resident of the City of Watervliet at time of hire.

COMPENSATION:

\$32,000.00/year

Please forward resume and letter of interest to;

General Manager's Office
2 Fifteenth Street
Watervliet NY 12189

By February 14, 2018