

Position Title: Grant Program Assistant (2 positions)
Department: Grant Administration
Location: Albany, NY
Hiring Rate: \$44,015
Bargaining Unit: CSEA
Posting Date: December 1, 2021

Our Mission

We commit to deliver exceptional service and professional expertise on every financing and construction project for our clients and the public, in a cost-effective manner, while advancing the policy goals of New York State.

Applicant Instructions

To apply to this job opportunity:

[Click Here](#)

Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at (518) 474-6988 or via email at info@goer.ny.gov.

Position Description

Position Title:	Grant Program Assistant (2 positions)
Grade/Classification:	2(D1) - Para and Entry Level Professional I
Bargaining Unit:	CSEA
FLSA Status:	Non-Exempt

Last Revised: June 8, 2021

Primary Purpose

The Grant Program Assistant assists the Grant Administrator, Senior Grant Administrator, and Counsel's Office with the administration, implementation and tracking of DASNY's grant programs, including all necessary programmatic, administrative, and clerical tasks relating thereto.

Essential Functions

- Interact with prospective or current grant recipients regarding the grant award, diligence, and disbursement process as directed.
- Attend meetings and conference calls with Grantees and internal DASNY staff to discuss the grantee, the projects to be funded with grant funds, and the grant administration process; prepare information for meetings and discussions as requested.
- Consult with Grantees and undertake additional research as needed in order to undertake grant diligence on projects to be funded with grant funds and/or grantee organizations.
- Draft and review grant administration documentation, including customary forms and correspondence such as cover letters, due diligence paperwork, request for approval letters, and Grant Disbursement Agreements.
- Review grant diligence information for eligibility and completeness within established program parameters and consult with Grant Administrator, Senior Grant Administrator and/or Counsel's Office as necessary.
- Verify internal DASNY reviews are finalized and confirm all documentation has been submitted prior to a desk audit performed by a Grant Administrator, Senior Grant Administrator and/or Counsel's Office.
- Monitor grants on a routine basis, including the maintenance of records, databases, spreadsheets and other internal/external reports; identify and describe potential problems or delays encountered and relay any relevant information to the Grant Administrator, Senior Grant Administrator and/or Counsel's Office, as appropriate.
- Gather data, perform research, and report findings to the Grant Administrator, Senior Grant Administrator and/or Counsel's Office as needed.
- Assist with identifying grant program information for inclusion in DASNY's Annual Report, DASNY's external internet site and the internal intranet site.
- Ensure the confidentiality of information gathered during the review and processing of grant applications.

Other Duties and Responsibilities

- Provide grant program information support to other staff and units as needed.
- Oversee file maintenance for the grant programs.
- Undertake special assignments as directed.
- Must maintain regular attendance in accordance with DASNY attendance and leave policies.
- Must adhere to the NYS Information Security Policy Standards established and issued by the Office of Cyber Security and Critical Infrastructure Coordination. (Standards can be found on the Intranet).

Position Description

Supervision

Supervision of employees may be required.

Physical/Mental/Visual Demands

Occasional travel may be required using public transportation, DASNY vehicle, rental vehicle or personal vehicle. This travel may include overnight stays at public accommodations and related establishments. Overtime or extended work hours may be required.

Work Environment

Standard office environment, including the use of one or more of the following: PC, telephone, fax machine, printer, copier, electronic stapler/hole punch/date stamp, shredder.

Minimum Qualifications

Bachelor's degree or Associate's degree and three years relevant experience or a high school diploma or equivalent and four years of DASNY relevant experience.

Preferred Qualifications

Associate's degree in Business or related field and three years relevant experience or a Bachelor's degree in Business or related field. Experience working with data gathering and large database administration, writing and compiling reports and grant administration.

Essential Skills

- Excellent oral and written communication skills.
- Demonstrated organizational skills and ability to prioritize.
- Demonstrated ability to work independently and exercise sound judgment.
- Proficiency in PC applications such as Outlook, Excel, Access, Word and PowerPoint.
- Demonstrated judgment and discretion in matters of confidentiality.