

Countywide Grants & Contracts Coordinator Tompkins County

Department: County Administration

Classification: Competitive

Labor Grade: Confidential 63

Approved: 5/2026

By: HB, Deputy Commissioner of Human Resources

MINIMUM QUALIFICATIONS:

A. Possession of a Bachelor's degree in Planning, Public Administration, Business Administration, Accounting, Finance, Economics, Government, Political Science, Communications, Public Relations, Writing, Journalism, or a closely related field with similar course curriculum, AND two (2) years of full-time paid experience, or its part-time paid equivalent, in grant administration, grant writing, grant management, grant procurement or the coordination of a public or private grant program, preferably in a government environment; or

B. Possession of an Associate's degree in Public Administration, Business Administration, Accounting, Finance, Economics, Government, Political Science, Communications, Public Relations, Writing, Journalism or a closely related field with similar course curriculum, AND four (4) years of full-time paid experience, or its part-time paid equivalent, in grant administration, grant writing, grant management, grant procurement or the coordination of a public or private grant program, preferably in a government environment; or

C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

Tompkins County Government centers diversity, equity, and inclusion. We are committed to the empowerment of employees and residents to dismantle systemic barriers that inhibit inclusive governance and the provision of government services to all. Guided by our values of Respect, Accountability, Integrity, Equity, and Stewardship, we strive to build a workplace and community rooted in trust, belonging, and opportunity for all.

Learn more about our [Strategic Plan](#) and [Institutionalizing Equity Report](#), which embed equity across our operations.

DISTINGUISHING FEATURES OF THE CLASS:

This is an administrative position responsible for the provision of technical assistance and coordination of grants across multiple County departments, including tasks such as writing, monitoring, contracting, reporting, task completion, and overseeing grant activities under specific funding guidelines. The incumbent researches grant opportunities that support County priorities, evaluates and coordinates approvals for grant applications, and either directly applies for or assists departments with applying for relevant grants. The incumbent is responsible for working with departments and County Administration to create systems and implement strategies to ensure grant compliance, and the monitoring funds for grants that are awarded to the County. This position will also play a considerable role in the review and management of County contracts, directly supporting the work of the Risk & Compliance Administrator.

Extensive contacts are established and maintained with Federal, State, County, and private agency personnel, as well as County officials. The work is performed under the general supervision of the Risk & Compliance Administrator, with considerable latitude allowed for the exercise of independent judgment in carrying out the details of assigned work. While supervision is not main function of this position, supervision of interns and other staff may be necessary for specific projects or as assigned. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Develops and implements strategies for identifying, researching, and tracking grant funding opportunities for County departments;
- Evaluates grant opportunities as they relate to the County's strategic goals and priorities;
- Coordinates the internal approval process for grant applications, including approvals from the County Administrator and County Legislature;
- Assists County departments with writing, preparing, and submitting grant proposals;
- Develops and implements systems for planning, streamlining, standardizing, and coordinating post-award grant administration;
- Assists departments with the management and closeout of grants;
- Optimizes the grants administration process for consistency and reduction of administrative burden on program staff;
- Consults with County departments on department-specific grant support needs and collaborates with County personnel across multiple departments who are affected by grants;
- Maintains knowledge of state and federal grant management systems and manages the County's online accounts for those systems;
- Supports County staff responsible for grant project execution with post-award grant administration, including preparation of narrative and budget reports, reimbursement requests, etc.;
- Monitors sources dealing with funds available through grants from governmental agencies, corporations, private foundations, etc.;
- Develops and oversees the maintenance of a database and file system on grants and monitors documentation connected with grant-funded programs;
- Reviews and reports notices of grant awards and denials;
- Develops and maintains an information system for common County grant resources, including narratives, budgets, and letters of support;
- Ensures timeliness, compliance with funder requirements, and consistency with County's programming and mission;
- Reviews the grant process and ensures effectiveness and financial and administrative compliance;
- Advocates and supports the County Administrator, County Legislature, and senior staff with outreach to funding agencies;
- Builds relationships with representatives of funding sources;
- Makes presentations for funding requests
- Under the direction of the Risk & Compliance Administrator, streamline and support the contracts review and approval process for the County.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of the principles, practices, and procedures involved in grant writing and grant administration
- Ability to communicate clearly and effectively, both orally and in writing
- Good knowledge of grant research tools and resources
- Ability to perform complex tasks and to manage and prioritize multiple projects
- Working knowledge of the functions and operations of County government
- Working knowledge of the principles and practices of public administration
- Working knowledge of fiscal control methods, budgeting, planning, and data analysis
- Strong grant writing skills
- Strong organizational skills
- Ability to conduct research and develop statistics and documentation to support grant proposals
- Ability to develop guidelines and procedures for preparing and reviewing grant proposals
- Ability to evaluate grant proposals or funding sources in terms of identified needs
- Ability to create, manage, and work within systems for coordinating complex work with many internal and external stakeholders
- Ability to lead, plan, and carry out projects
- Ability to understand and interpret complex written material

- Ability to effectively use computer applications such as spreadsheets, word processing, e-mail, and database software
- Ability to establish and maintain effective working relationships with others
- Sound professional judgment
- Physical condition commensurate with the demands of the position

PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:

The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodation. The employee must be able to sit for extended periods of time within a standard eight-hour workday. Other types of physical effort are minimal with the exception of the occasional requirement to lift boxes of office supplies and paper goods up to twenty pounds. The incumbent's visual acuity must be sufficient to enable them to see and accurately work with information on a computer screen. Dyslexia or other types of learning disorders could result in an employee being unable to satisfactorily perform the essential functions of this job. The employee's hearing must be sufficiently acute to enable them to hear, understand and carry out verbal instructions. The employee must have the physical ability to manipulate a computer keyboard and other types of office equipment. These fine motor skills include adequate hand/eye coordination and the full use of fingers, hands and arms necessary to perform the essential functions of this job. Environmental factors include the ability to work closely and cooperatively in close physical proximity with others. The employee may occasionally be required to work alone. Almost all work is performed indoors in a temperature-controlled office environment, so excessive heat, cold, humidity, noise, etc., are not factors that are significant to this job. The employee may at times be asked to drive to remote locations, or otherwise demonstrate the ability to meet the limited transportation requirements of this job.

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