NOW HIRING:
GRANT ADMINISTRATOR

The City of Ithaca is now accepting applications for the position of Grant Administrator. Applicants are strongly encouraged to apply by May 1, 2024, and no later than May 22, 2024.

Position Description:

The Grant Administrator is an administrative position responsible for the overall management and coordination of grants across multiple City departments, including writing, monitoring, contracting, and reporting, as well as the task completion and management of grants under specific funding guidelines. The Grant Administrator researches grant opportunities that support City priorities, evaluates and coordinates approvals for grant applications, and either directly applies for or assists departments with applying for relevant grants. Responsibilities also include creating systems, implementing strategies, ensuring compliance, and monitoring funds for grants that are awarded to the City.

Extensive contacts are established and maintained with Federal, State, County, and private agency personnel, as well as City officials. The work is performed under the general supervision of higher-level City managerial staff with considerable latitude allowed for the exercise of independent judgment in carrying out details and assigned work. Does related work as required.

To view the complete job description, please visit:
https://www.cityofithaca.org/DocumentCenter/View/16757/Grant-Administrator-PDF

Minimum Qualifications:

1. Possession of a Master'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; or
2. 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; or

3. 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; or
4. An equivalent combination of training and experience as defined by the limits of (1), (2), and (3) above.

Compensation and Benefits:

The starting annual salary range for the Grant Administrator is $68,216 to $81,859. A hybrid remote work schedule is available for this position after an orientation and training period has been completed. This position is represented by the City Executive Association labor union and there are additional employee benefits through the negotiated labor contract.

To view the labor contract, please visit: https://www.cityofithaca.org/472/Labor-Contracts

Residency Requirements:

There are no residency requirements for this position.

Appointment Status and Exam Requirements:

This will be a provisional appointment pending the results of a civil service examination to be scheduled at a later date. Permanent appointment will be dependent upon the candidate's exam score.

Application Requirements:

All applicants must submit the following materials:

- City of Ithaca Application
- Copy of College transcript(s)

Applications must be received by the City of Ithaca Human Resources Department no later than 4:30pm EST on the last filing date indicated below. All Applications must be submitted electronically through our online application program. The City of Ithaca Human Resources Department will not accept paper applications, faxed applications, emailed applications or photocopies of applications.

To apply, please visit our website at https://ithaca-portal.mycivilservice.com. The application deadline is May 22, 2024 at 4:30pm EST.

The City of Ithaca values diverse perspectives and life experiences. We encourage people of all backgrounds to apply, including people of color, women, LGBTQ+, veterans, people with disabilities, and those with lived experiences.