



GRANTS PROGRAM COORDINATOR (HELP)

Department of Community and Family Services

Salary Range: \$76,372

This is a professional position responsible for developing, administering, and coordinating the service of grant program(s) for the County. Responsibilities include monitoring compliance with governmental regulations and grant requirements, preparing scope of services, processing contracts, preparing all mandated reports, monitoring compliance, evaluating local service agency providers and making recommendations on grant money expenditures based on community needs and service provisions. The incumbent should develop expertise in the specific service area(s) and particular grant regulations for which they are responsible. In addition, the incumbent should have overall knowledge and ability in the development, administration, monitoring, and evaluation of grant programs. This position will involve a significant amount of interaction with other County departments and will be the liaison to the county employees working with the service providers. Supervision is received from a higher-level administrative position in the department overseeing contracts. Supervision over the work of others is not normally a function of this position but limited supervision could be exercised over subordinate employees.

To view a complete list of job duties, click [here](#).

MINIMUM QUALIFICATIONS:

- EITHER:** (A) Master's degree and one (1) year of experience in grant administration involving the development of grant applications and the monitoring and evaluation of grant programs and budgets;
- OR:** (B) Bachelor's degree and three (3) years of experience in grant administration involving the development of grant applications and the monitoring and evaluation of grant programs and budgets;
- OR:** (C) Associate's degree and five (5) years of experience in grant administration involving the development of grant applications and the monitoring and evaluation of grant programs and budget;
- OR:** (D) An equivalent combination of education, training and experience between the limits of (A) and (C) above.

NOTE: Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

NOTE: The grant administration experience must be at the professional level. Secretarial support work in grant application and administration does not qualify for this position.

SPECIAL REQUIREMENT:

Possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain position.

WHAT IS THE HELP PROGRAM? The HELP Program was developed to assist New York State in addressing a shortage of workers for some of our most important positions: health and human services. This program waives exam requirements to help New York State agencies more quickly hire diverse, qualified permanent employees.

FINGERPRINTING: A fingerprint supported background investigation is required before an appointment is made to some positions. Pursuant to New York State Executive Law, the Division of Criminal Justice Services requires that a fee accompany each such request for a search. It is due once a job offer is made and accepted by the applicant.

For immediate consideration, submit an application on or before 8/23/2026.

Apply online at www.dutchessny.gov/jobs

OR

Download an application from www.dutchessny.gov/jobs

and mail it to the Dutchess County Department of Human Resources, 22 Market Street, Poughkeepsie, NY 12601

An EEO/AA Employer

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