OFFICE OF THE DISTRICT ATTORNEY
RICHMOND COUNTY
JOB VACANCY NOTICE

TITLE SPECIAL ASSISTANT TO THE DISTRICT ATTORNEY (1 POSITION)	**SALARY** $60,000 - $92,500
BUREAU ADMINISTRATION	**LOCATION** 130 STUYVESANT PLACE

JOB DESCRIPTION:

The Richmond County District Attorney (RCDA) is seeking one (1) full-time Grants Coordinator. Under the direction of the Chief of Administration, the Coordinator will perform the following functions:

- Write and submit grant applications which includes researching and seeking out new funding opportunities as well as working with management to identify service and funding gaps that need to be addressed;
- Work with various Bureaus of the Office to research and develop new program proposals for possible grant applications;
- Ensure that all progress reports and refunding applications are submitted in a timely manner to the New York State Division of Criminal Justice Services (NYSDCJS) and the US Department of Justice as well other government agencies;
- Maintain files of grant applications, contracts, progress reports, fiscal reports, and site visits;
- Act as liaison with the NYC Office of Management and Budget (OMB); ensure that they are provided with all grant related contractual documents;
- Coordinate intra- and inter- office reporting and compliance with ongoing and newly defined grant requirements;
- Represent the office at federal, state, and city agency meetings in an effort to expand network of funding sources and effectively communicate initiatives and goals of the office with possible funders;
- Other duties as assigned.

PREFERRED SKILLS:

- Excellent written and oral Communication skills;
- Prior experience working for a NYC government agency or for a NYS agency performing grant work;
- Prior experience working with the NYS Division of Criminal Justice Services;
- Strong analytical and organizational skills;
- Computer proficiency;

QUALIFICATION REQUIREMENTS:

1. A baccalaureate degree from an accredited college or university, and five (5) years of full-time, satisfactory administrative experience in management, in Business or Public Administration, or a related field, including two (2) years in criminal Justice or a related filed or:

2. A satisfactory equivalent

TO APPLY FOR THIS POSITION:

Please submit cover letter/resume electronically using one of the following methods:

CITY EMPLOYEES: Apply through Employee Self Service (ESS). www.nyc.gov/ess. Search for Job ID #: **271590**
ALL OTHER APPLICANTS: Go to www.nyc.gov/careers/search. Search for Job ID#: **271590**

Submission of application does not guarantee that you will receive an interview.

The Richmond County District Attorney's Office is an Equal Opportunity Employer.

Dated	Post Until	Transmittal Number
November 9, 2016	Filled	905-17-030