



Grants Administrative Manager

The Office of the Queens County District Attorney is seeking a Grants Administrative Manager who will assist in the development of new programs, as well as the overall administration of the Office's City, State and Federal grant programs. The Grants Administrative Manager will report to the Director of Administration & Finance and will perform the following job functions, including, but not limited to:

- Assist in the preparation of City, State and Federal grant funding applications
- Oversee the management of grant contracts and ensure compliance with applicable programmatic requirements
- Prepare quarterly grant progress reports including the gathering of required statistical data
- Serve as a liaison with City, State and Federal agencies on funding and programmatic-related issues
- Conduct research on various criminal justice topics
- Assist the Director of Administration & Finance on a variety of budgetary and policy issues including statistics gathering, budget analysis, audit preparation, policy writing, facilities planning, and other related tasks, as required.
- Assist the Director of Administration & Finance with special projects, as required.

Preferred Education and Qualification Requirements:

Baccalaureate Degree in Accounting, Finance, Public Administration or related fields or equivalent education and experience with a minimum two years of experience in an area described above. **For current City employees, a permanent civil service title is highly desired.**

Candidate must be proficient in Microsoft Word and Excel. Candidates with knowledge of New York State and Federal grant management systems are preferred. Strong organizational, writing and interpersonal skills required.

Application Information:

Salary commensurate with experience. Comprehensive benefits package including health insurance, 401K and more. Applicants should include a cover letter and resume and can be e-mailed to qdahr@queensda.org.

The Office of the Queens County District Attorney is an equal opportunity employer with a strong commitment to the diversity of our organization.