



# CITY OF STAMFORD

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER  
The City of Stamford is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities and persons with disabilities

OPEN COMPETITIVE EXAMINATION NO. 21-48

## GRANTS TECHNICIAN

Salary Range: \$30.65 - \$36.20/HOUR

**POSITION SUMMARY:** Under the general supervision of the Grants Officer or designee, researches grant availability; assists in preparation of grant applications; assists with program administration; does related work as required.

**MINIMUM QUALIFICATIONS:** Graduation from an accredited college or university with a Bachelor’s Degree and one (1) year of experience in grant research, writing and/or administration OR an equivalent combination of education, training and experience, which must include at least three (3) years of grant research, writing and/or administration.

**SCOPE OF EXAMINATION:** There will not be a written examination. Qualified applicants will be ranked according to their education, training and experience. Applicants are required to *fully* complete an application for examination or employment and an application supplement, listing all related degrees, training and work experience.

**APPLICATION PROCESS:** Interested qualified candidates should submit Employment Application and Application Supplement “#21-48” by the closing date of [REDACTED] Applications can be obtained at [www.stamfordct.gov](http://www.stamfordct.gov).

**Please note:** Only properly completed and submitted applications and application supplements will be considered. Applications of candidates who do not meet the stated position requirements will not be considered.

The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA) and Amendments (ADAAA). If you need an accommodation in the application or testing process, please contact the Human Resources Division.

Issued: 09/27/2021

EMPLOYEE BENEFITS	Applications are obtained and submitted to	CHANGE OF ADDRESS
Health Plan; medical, dental & vision Paid Vacations and Holidays Retirement Plan Group Life Insurance Sick Leave	DEPARTMENT OF HUMAN RESOURCES City of Stamford 888 WASHINGTON BOULEVARD STAMFORD, CT 06904 TELEPHONE (203)977-4070 <a href="http://www.stamfordct.gov">www.stamfordct.gov</a>	It is the candidates responsibility to notify the Department of Human Resources of address and/or other contact changes to the employment application.