

GRANTS ANALYST

DEFINITION

Under general supervision, performs routine analytical functions and professional duties in support of the grants program; assists in analyzing, tracking, and administering budgets, grants, low interest loans, and contracts and performs various related financial functions in assigned department; assists in a variety of studies, analyzes policy and procedure, and manages assigned special projects; monitors assigned programs and services for compliance with applicable legal or regulatory requirements; coordinates assigned activities with other departments, divisions, outside agencies, and the general public; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is an entry-level position in the Grant Analyst class series. Initially under close supervision, the Grant Analyst has the responsibility of performing a limited or routine range of administrative and analytical functions in support of the Grants department. As experience is gained and skill level increases, assignments become more varied, difficult, and complex in scope, allowing more independent discretion and judgment.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the typical functions of the job.

- Provides professional administrative support to an assigned department or section; evaluates administrative procedures; assists in composing a variety of technical and Board agenda reports; compiles and analyzes data and makes recommendations on the formulation of policy and procedures; conducts research and analysis in a variety of areas including financial planning and financial operations.
- Assists in researching potential funding sources including, but not limited to, local, state, and federal legislation and policy that may provide program funding opportunities, private foundations, corporations, and other sources; coordinates grant solicitations; develops and write grants and proposals, including narrative and budget documents.
- Monitors funding activities of awarded grants; determines grant reimbursement eligibility; assists project managers with tracking and adjusting grant awards and maintains documentation for grant requirements/compliance and reimbursement requests; prepares for and participates in grant audits and site visits; prepares monthly, quarterly, and semiannual compliance reporting; may coordinate with other District staff in reviewing financial and accounting functions for agency grant and pass-through.
- Assists in developing bid specifications and reviewing proposals; drafts and processes contracts and agreements; monitors professional services agreements and contracts for compliance with the administrative and related provisions of the agreements, including

- expenses and deliverables to ensure contract compliance.
- Conducts a variety of professional level administrative studies, statistical analyses, and projects; prepare reports of findings and recommendations related to administrative and other departmental matters; develops and reviews staff reports, and correspondence related to departmental issues.
 - Manages assigned budgets; coordinates finance and budgeting activities with those of other departments and outside agencies and organizations; reconciles expenditures, processes budget adjustments, and journal entries; prepares monthly financial reports; tracks expenses and revenue, makes financial and budget forecasts; creates accounting systems to track expenses for budgets, grants, contracts, and programs.
 - Confers with representatives of other governmental agencies, businesses, professional and citizens' groups, vendors, and the public; conducts research on staffing and requirements for new programs and projects.
 - Analyzes current and historical financial and accounting trends; participates in the development and implementation of new and revised finance and accounting programs, policies, procedures, and methods of operation; monitor and evaluate various financial systems and processes; recommend and implement enhancements to ensure effective systems and services are in place.
 - Monitors programs and services for compliance with applicable legal or regulatory requirements and develops policies and procedures and ensures compliance.
 - Reviews program effectiveness and makes recommendations for program modifications; provides assistance in resolving operational and administration issues; conducts research to find alternative solutions; makes and assists in the implementation of recommendations.
 - Represents the District in meetings with members of other public and private organizations, community groups, contractors, developers, and the public; prepares and conducts presentations for a variety of audiences.
 - Complies with all District and mandated safety rules, regulations, and protocols.
 - Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of public administration, budgeting, and finance, including grants administration.
- Generally accepted accounting principles and the use of governmental funds including enterprise and internal service funds.
- Principles and practices of program development and administration.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs related to area of assignment.
- Principles and practices of contract negotiation, preparation, and monitoring
- Principles and applications of critical thinking and analysis.
- Recent and on-going developments, current literature, and sources of information related to the operations of assigned programs.
- Record-keeping principles and procedures.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition and grammar.

- Modern equipment and communication tools used for business functions and program, project and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Coordinate and evaluate programs and participate in the development and administration of program goals, objectives, and procedures.
- Perform a range of professional analytical, programmatic, and administrative duties involving the use of independent judgement and personal initiative.
- Conduct complex research on a variety of grant accounting, financial, and budgetary issues.
- Think creatively and analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Prepare clear and concise technical, administrative, financial reports, tables, schedules, summaries, and other materials in statistical and narrative formats.
- Manage and monitor contracts and agreements.
- Identify and respond to community and organizational issues, concerns, and needs.
- Interpret, explain, and ensure compliance with federal, state, and local laws and District resolutions, policies, and procedures relevant to assigned area of responsibility.
- Effectively represent the department and the District in meetings with other staff, outside agencies, community groups, and the public.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Maintain confidentiality of information.
- Independently organize work, set priorities, meet critical deadlines and follow-up on assignments.
- Use tact, initiative, prudence and independent judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications relevant to work performed and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

Equivalent to a bachelor's degree from an accredited college or university with major coursework in public administration, business administration, finance, or a related field.

Experience:

- One (1) year of analytical, audit, compliance, and financial experience; preferably in a public agency.

Licenses and Certifications:

- Possession of a valid California Class C driver's license, to be maintained throughout employment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

ENVIRONMENT

Standard office setting; frequent interaction with District staff and the general public.

PHYSICAL

- Level One

Incumbents require sufficient mobility to work in an office setting; stand or sit for prolonged periods of time; operate office equipment including use of a computer keyboard; light lifting and carrying; ability to verbally communicate to exchange information.

VISION

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

HEARING

Hear in the normal audio range with or without correction.