

GRANTS ADMINISTRATOR

DEFINITION

Under general direction, plans, organizes, directs, and participates in grant and loan proposal development and submission activities; researches federal, state, and local funding opportunities; coordinates grant application completion and submission, award acceptance, and contract execution and administration; provides management oversight in ensuring compliance with grant and loan obligations and reporting requirements and timelines; serves as a liaison between the District, granting agencies, and local and regional partners; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned management personnel. Exercises direct supervision over professional staff.

CLASS CHARACTERISTICS

This classification exercises independent judgment on diverse and specialized programs and activities with accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of staff and for providing technical support to management in areas of expertise. Performance of the work requires the use of independence, initiative, and discretion within established guidelines.

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 where appropriate so qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns, supervises, and reviews the work of assigned staff; trains staff in work procedures; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Participates in the development of goals, objectives, policies, and procedures related to grants and loan programs; recommends and implements policies and procedures including standard operating procedures for assigned operations.
- Monitors grant and loan activities and identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes and reviews with appropriate management staff; implements improvements.
- Participates in the development and administration of annual budget; directs the forecast of additional funds needed for staffing, consultants, contractors, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary to meet changing conditions.
- Develops and manages requests for proposals for professional and/or contracted services; prepares scope of work and any technical specifications; evaluates proposals, negotiations contracts, and recommends award; administers contracts to ensure compliance with contract.
- Establishes and maintains relationships and serves as a liaison with federal, state, local, and other granting agencies; serves as point of contact for coordinating audits.

- Researches, identifies, and explores grant and loan opportunities; evaluates and recommends funding opportunities to senior management and Board of Directors; participates in deciding to pursue grants or loans.
- Assists staff in preparing project budgets and scope of work for grant and loan applications; provides guidance in application completion and submission requirements; reviews grants and contract proposals for accuracy, completeness, and compliance with District policies.
- Coordinates the implementation of awarded grants and loans; supports project managers in coordinating timing of grant expenditures with reimbursements; reviews reimbursement claims and approves invoices; monitors grant-funded projects and associated expenses and reimbursements to ensure contract compliance; and prepares, reviews, and/or approves compliance reports.
- Oversees the negotiation of grant documents, grant performance, and grant reimbursement agreements with granting agencies; resolves any pre-award contractual or program issues involved in securing grants.
- Collects, researches, and evaluates information from various sources on specialized topics related to grants and loans and/or department activities; analyzes alternatives and makes recommendations regarding such areas as cost analysis, cost recovery, and policy or procedure modifications; discusses findings with management staff and prepares reports of study conclusions and recommendations; assists with the implementation of procedural, administrative, and/or operational changes after approval.
- Provides responsible staff assistance to management; prepares and proofreads a variety of technical reports, letters, memoranda, correspondence, and other written materials; composes correspondence and reports related to assigned area of responsibility.
- Supervises the establishment and maintenance of reports, records, and files.
- Represents the District in meetings with members of granting agencies, other public and private organizations, community groups, contractors, and the public; prepares and conducts presentations for a variety of audiences.
- Ensures staff observe and comply with all District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Basic principles and practices of budget administration and monitoring.
- Principles, practices, and techniques of grant and loan management, research methods, and program evaluation and analysis.
- State and federal legislative procedures for loans, grants, and appropriations.
- Financial, statistical, and comparative analysis techniques for interpreting various agreements and financial documents.
- Research, reporting, and record keeping methods, techniques, and procedures.
- Mathematical and statistical functions and principles.
- Applicable federal, state, and local laws, rules, and regulations related to grant and loan administration.

- District and mandated safety rules, regulations, and protocols including occupational hazards and standard safety practices.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Research, analyze, and evaluate granting agencies' programs, policies, procedures, and guidelines regarding eligibility, award, reimbursement, and compliance reporting.
- Objectively evaluate grant funding opportunities and make sound recommendations; monitor compliance of grant awarded agreements.
- Develop and administer assigned budgets and accurately track and process revenues and expenditures.
- Evaluate and develop improvements in procedures, policies, or methods.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize, and present technical information and data in an effective manner.
- Conduct complex research projects, evaluate alternatives, and make sound recommendations.
- Effectively represent the District in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Perform complex arithmetic and statistical calculations accurately.
- Maintain accurate logs, records, and written records of work performed.
- 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, accounting, or a closely related field.

Experience:

- Five (5) years of increasingly responsible grants administration experience, including one (1) year in a supervisory or lead capacity.

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; push, pull, lift and/or carry light to moderate amounts of weight; bend, stoop, kneel, and crawl; ability to verbally communicate to exchange information. Occasional driving, walking, and operational site visits.

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.