



Range: SG-16
FLSA: Exempt
Date: April 27, 2022

GRANTS ANALYST

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Ensures the City applies for and receives federal, state, county, and local subsidies for which it is eligible; ensures funds are expended within the various rules and regulations that are a condition of receiving such funding; performs professional work involving grant coordination and administration, funding research and analysis, and assists with proposal preparation and compliance monitoring by individual departments and divisions.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the Transportation Administrator or designee. Exercises direct supervision over professional, technical, and clerical staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Identifies future City needs and identifies grant fundable opportunities to meet these needs.
2. Manages City-wide grants, serves as a main contact for City grant information; serves as the technical expert for grant administration and compliance.
3. Completes proposal applications to include statistical information, budget information, certifications, narrative, and other related documents.
4. Educates City personnel regarding procedures for implementing grant programs in accordance with grant guidelines.
5. Performs post-award compliance monitoring to comply with federal, state, and local grant terms and conditions/regulations and assurances (office of management and budget circulars, City and funding agency policies and regulations, program statutes, procurement regulations).
6. Develops and maintains a network of local and national organizations to support grant applications.
7. Researches eligible grant funding opportunities, maintains knowledge of available municipal grants, and informs other city divisions of available grants.
8. Monitors grant awards to ensure project progresses in a timely manner and meets project goals/intended purpose.
9. Meets with internal and external auditors to audit grants for successful closeout.

10. Maintains a comprehensive computer database on City grants to include basic submittal and contract information.
11. Assists staff with questions regarding grant agreements, grant related paperwork, guidelines, city grant procedures, city ordinances, and local, state, and federal laws and regulations.
12. Attends grant workshops, conferences, and meetings to ensure coordination and communication between all parties as related to grant compliance and financial management.
13. Provides various reports internally and externally on accounting encumbered, expenditure and balance amounts for various grants.
14. Provides various spreadsheets on proposed, current, and terminated grants.
15. Collaborates with the Finance Department to ensure compliance with grant reporting requirements; coordinates with the City Attorney's office for review of grant-related contracts.
16. Responds to and resolves difficult and sensitive inquiries and complaints with courtesy and tact.
17. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Accounting and auditing principles and practices.
- Computer software related to word processing, spreadsheets, and databases.
- Analytical and evaluative techniques, identification and resolution of grants administration issues and knowledge of laws, regulations, policy, and other requirements that affect grant program administration.
- Principles and practices of public administration and of local government structure and services.
- Program development, operations, budgeting, and programs evaluation.
- Government and service contract requirements.

Ability to:

- Research and identify regional, state, federal and private grants availability, audit requirements, principles and procedures of grants, project development and administration.
- Analyze and compile information and prepare written and oral reports.
- Determine eligibility for a variety of grant proposals.
- Learn grant related terminology and project management principles and procedures.
- Plan, implement, monitor, and close grant agreements of all types and for a variety of purposes in a workable and concise manner.
- Inspect and track varied grant projects and to monitor appropriate paperwork, authorizations, signatures, payments, reporting, and compliance.
- Establish and maintain effective working relationships with grant and capital project managers, finance department, legal department, all client departments, funding agencies, auditors, and the public.
- Maintains regular attendance and punctuality.
- Organize and coordinate multiple tasks, work independently, maintain confidentiality, and take initiative to improve upon current operations in a collaborative manner.
- Work under the pressure inherent of meeting numerous and conflicting deadlines.
Establishes and maintains cooperative work relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING GUIDELINES

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

Training

Bachelor's Degree in Public Administration, Business Management, or related field.

Experience

Three years of hands-on and in-depth grant experience.

Licenses

Must have the ability to obtain a valid Arizona Driver's License within two months of hire.

WORKING CONDITIONS

Environmental Conditions:

Office environment utilizing computers; travel from site to site; possible exposure to noise and inclement weather conditions; working with modern office equipment and machinery.

Physical Conditions:

Sufficient personal mobility, flexibility, and physical reflexes, with or without reasonable accommodation, which permits the employee to lift up to 10 pounds, to sit and work at a keyboard for an extended period of time, and work in an office environment.