



**Job Description**

<b>Title: Grants Analyst</b>	<b>FLSA Status: Non-Exempt</b>	<b>Created: 09/28/2023</b>
<b>Supervisor: City Manager</b>	<b>Supervises: N/A</b>	<b>Revised:</b>
<b>Job Family: Administrative Services</b>	<b>Bargaining Unit: N/A</b>	<b>Approved: 10/17/2023</b>

**JOB SUMMARY:**

Under the direction of the City Manager and in close collaboration with the finance and administrative staff. The incumbent is responsible for managing overall grant efforts. Will plan, write, develop, coordinate and direct activities related to grant proposals, grant implementation and grant management. The incumbent will provide analytical and technical assistance in the strategic planning, coordination and implementation of activities to financially build and sustain programs and services. Ensuring compliance with grant regulations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Responsible for the continuous search and identification of funding opportunities and other revenue enhancement activities that would benefit the organization and community.
- Design grant programs and accounts setup in financial system for effective expenditure tracking and reporting.
- Designing, developing, implementing, and interpreting grants/assistance management policies, procedures, and practices.
- Plan, develop, write and submit grant proposals for local, state, federal and private funding opportunities
- Providing training, technical assistance, oversight, ethics advice, expertise, and consultation to program officials, awardees, review panels, applicants, recipients, and sub recipients as needed.
- Determine funding needs.
- Responsible for researching funding sources, writing and editing grant proposals, reporting on grant progress and outcomes, and maintaining and reconciling grant databases.
- Reviewing and evaluating adequacy of grants/assistance policies and procedures.
- Serving as liaison between the Government and awardee organization.
- Determining awardee eligibility using formulas and methodology and establishing eligibility criteria, such as competitive rating factors.
- Announcing programs and soliciting applications or proposals for funding under assistance awards.
- Negotiating terms and conditions of grants/assistance awards to include costs, schedules and oversight responsibilities.
- Preparing, processing, issuing, and tracking grants/assistance awards and compliance with reporting requirements;
- Maintain grants master list and various operational systems with account information.
- Serving the public by securing continuous funding, improving business opportunities through effective funding programs, and executing meaningful projects.
- Inform, track program and finance staff of new grant award and account information and reporting due dates.
- Conducting risk assessments and business reviews.
- Work closely with administrative staff on federal grant sponsored post-conference reporting and GL reconciliation.

- Monitor grant expenditures and ensure proper documentation for sponsor approval or notification is obtained.
- Draft quarterly and final federal financial reports in accordance with grant requirements.
- Coordinate grant closeout process with departments and finance staff to ensure timely spending and report submission.
- Collaborate on new financial and/or operational tool evaluation and implementation.
- Keeps abreast of all regulatory compliance and other related requirements.
- Review vendor agreements for compliance, consistency, and funding availability ready for execution.
- Managing timeliness and deliverables.
- Other duties as assigned.

## **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Knowledge of:**

- Public and private funding sources.
- Fund development and grant management techniques.
- Online national, state and local data sources to support the preparation of grant applications.
- Grant research databases.
- Principles and techniques of grant writing, administrative and budgetary analysis.
- Grant application and management.
- Planning, research and analysis techniques and procedures.
- General principles of public administration.
- Demonstrated working knowledge of current federal, state and local regulations.
- Project management skills.
- Excellent organization skills.
- Methodical and strategic thinking.
- Exceptional budgeting and accounting experience.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Municipal organization, operations, policies and objectives.
- Solid written and oral skills to sufficiently compose written documents and to clearly communicate concepts and procedures to individual at various knowledge levels.
- Proven interpersonal competence to maintain positive and effective interactions, demonstrating respect for the view of others, and to be helpful, cooperative and professional with all levels of public, staff, vendors and Council Members.
- Strong computer skills and proven ability to use a variety of computer applications supporting the City's administrative processes, including the most current version of the Microsoft Suite software.

### **Ability to:**

- Design, organize, review, analyze, monitor and report on grant projects.
- Make recommendations to Management and or Staff of funding opportunities on on-going projects and status of projects in a timeliness matter.
- Provide consultation, customer service and technical expertise to City personnel, City Council members, vendors, contractors, outside agencies and the public concerning city-wide grant projects.
- Create professional, clear and comprehensive work products.
- Perform routine financial analysis and reporting.

- Prepare and maintain comprehensive reports.
- Research and compile data.
- Compose effective correspondence independently.
- Proven ability to think critically applying analytical skills to review information, budgets, policies, procedures. Identify potential errors, and inconsistencies that may require further review and correction. Based on analysis, formulate logical and effective solutions.
- Ability to learn, adapt, and adjust to the ever changing compliance policy procedure regulations in order to state current with professional expectation in the area of research and administration.
- Ability to thrive in a busy, and deadline driven environment that requires coordination of multiple activities and the judgment and flexibility to reprioritize to accommodate emergency requests.
- Demonstrated ability to deliver high quality customer service to a diverse group of colleagues both within the organization and the in the community with a particular focus on: customer needs, negotiating mutually beneficial workflow and communication toward a common result/product, establishing service expectations, and delivering accurate and complete suite of services.
- Demonstrate initiative to continuously learn new skills that benefit the position and operational objectives, seek feedback on performance, and seek out new or non-traditional ideas to improve personal, team and operational effectiveness.
- Ability to continuously contribute to process improvements (e.g. work groups, business process, new tools, etc.) to achieve efficiencies in city-wide operations.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Proficiency working with computers and information management systems.
- Analyze situations accurately and adopt an effective course of action.
- Answer telephones and greet the public courteously.
- Meet schedules and timelines.
- Work independently with little direction.
- Self-motivated and organized with attention to detail.

**Education and Experience:**

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 is:

- Graduation from high school or equivalent GED.
- A minimum of three (3) years of experience in grant preparation, research, program organization, or grant related financial support functions.
- Bachelor's degree preferred equivalent in Finance, Accounting, Business Administration, Public Administration or a closely related field.

**Licenses, Certifications and other Requirements:**

- N/A

**WORKING CONDITIONS:**

**Work Environment:**

- Indoor/Office environment.
- Fast-paced environment with changing priorities.
- Evening or variable hours.

**Physical Demands:**

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information in person and on the telephone.
- Sitting or standing for extended periods of time.

- Lifting and carrying moderately heavy objects or supplies.
- Seeing to read a variety of materials.
- Bending at the waist, kneeling or crouching to file materials.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.