



## Grants Management Analyst

### Definition

Under general supervision, provides critical administrative, budgetary, and grant-related support across various City departments; analyzes programmatic practices, policies and procedures and conducts in-depth analyses to recommend improvements in program operations; conducts needs analyses, feasibility studies, and evaluations for assigned projects and programs; develops, summarizes, and maintains administrative and fiscal records; collaborates with City staff and external stakeholders to coordinate efforts, manages all aspect of grant applications, including compiling and submitting required information and documents, to ensure grant-funded project requirements are met; and performs related work as required.

### Supervision Received and Exercised

Receives general supervision from assigned management personnel. May exercise direct and general supervision over assigned technical and office support staff.

### Typical Job Functions

*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 essential functions of the job.*

Manages all aspects of grant application submittal, reporting, and ongoing compliance within City policy; collaborates with appropriate staff to identify projects eligible for grant funding; prepares and submits grant applications and tracks project progress with department assistance; coordinates with departments to compile and submit documentation to ensure grant, legal and regulatory compliance while meeting reporting requirements; identifies reporting requirements of the grant including the timelines for submittal (i.e. weekly, monthly, annually); establishes means to collect grant data for accurate financial reporting.

Assists in conducting feasibility studies to determine grant opportunities, using data analysis to recommend potential projects and process improvements; monitors changes in legislation that may affect grant programs; implement changes to maintain compliance and avoid substantial fines or loss of grant award; provides financial administration of grant funds by assisting in the development of project budgets; tracks financial data, ensuring compliance with grantor requirements and regulatory guidelines; ensures reporting for City, state, and federal applicable laws, regulations, and professional accounting practices are met.

Assists in developing goals, objectives, policies, procedures, work standards, methods of operations and administrative control systems; participates in the implementation of these new or revised systems, procedures, and policies; compiles and analyzes data and makes recommendations regarding staffing, equipment, software and facility needs; performs professional-level administrative and programmatic work in such areas as reporting, purchasing, and program evaluation.

Identify and ensure procurement guidelines and requirements for grant-funded projects align with City policy and procedures and grantor requirements; assists in the preparation of requests for proposals and bids; assists with preparing and submitting City Manager and City Council agenda reports and various other commission, committee, and staff reports, resolutions, ordinances, and correspondence regarding assigned activities; maintains accurate records and files; develops storage of records and retention schedules.

Serves as a primary liaison with employees, public, and private organizations, community groups, and other organizations; provides information and assistance to the public regarding the assigned programs and services; receives and responds to complaints and questions relating to assigned area of responsibility; reviews problems and recommends corrective actions.

Collects, compiles, and analyzes information from various sources on a variety of specialized topics related to programs administered by the position or by management staff including complex financial, budget, or administrative issues or questions; prepares comprehensive technical records to present and interpret data, identify alternatives, and make and justify recommendations.

Performs other duties as assigned.

## **Qualifications**

### **Knowledge of:**

Principles of municipal government management, including grant funding, administration, and disbursement procedures.

Project and program management, analytical methods, and report preparation, particularly in purchasing, personnel, risk management, finance, and budgeting.

Organizational and management practices for developing and implementing policies and procedures.

Basic supervision principles, including work planning, evaluation, and staff training.

Public administration as it relates to program and unit operations.

Research methods, data analysis, and reporting techniques for municipal programs and services.

Federal elective pay provisions and process for applying credits to local government.

Relevant federal, state, and local laws, regulations, and codes.

Public agency budget development, financial management, and contract administration.

Record-keeping practices and modern office methods, including standard computer applications.

Effective communication skills, including grammar and vocabulary.

Strategies for providing excellent customer service to the public, vendors, and City staff.

Techniques for working effectively with diverse stakeholders, including governmental agencies and community groups.

**Ability to:**

Research administrative topics like grants, contracts, budgets, and operational alternatives; analyze and present data effectively.

Assist in the development of goals, objectives, policies, procedures and work standards for the department or citywide.

Develop, improve, and implement goals, objectives, policies, and procedures for the department or City.  
Train staff in work procedures.

Recommend and implement operational improvements in policies, procedures, and methods.  
Prepare clear reports, correspondence, and documentation; organize and maintain record-keeping systems.

Interpret, explain, and ensure compliance with City policies and procedures, complex laws, codes, regulations, and ordinances.

Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.

Represent the City in meetings with government agencies, community groups, and businesses.  
Establish and maintain a variety of filing, record-keeping, and tracking systems.

Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.

Operate modern office equipment and specialized software; communicate clearly in person, by phone, and in writing.

Exercise initiative, sound judgment, and discretion within legal and policy guidelines.  
Build and maintain positive relationships with City staff, the public, and external stakeholders.

**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:*

Equivalent to graduation from an accredited four-year college or university with major coursework in business administration, public administration, or a related field and one (1) year of responsible administrative experience in municipal government. Grant management experience desirable.

**Licenses and Certifications**

Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

### **Physical Demands**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

### **Environmental Elements**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

FLSA: Exempt  
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