

GRANTS SPECIALIST

Job Summary

Under general direction of the Accounting Manager, provides technical and administrative assistance in coordinating various city grants; performs a wide variety of research, coordination and development activities in order for the city to avail of grant funding opportunities; works closely with management, staff and members of outside organizations during the grant application and management process; negotiates with grantor agencies and resolves issues of grant eligibility as well as compliance and auditing issues; coordinates Citywide objectives for obtaining grant funds; verifies, prepares and/or assists in the preparation of grant financial reports; assists in developing concise grants administration policies and procedures ensuring that the policies and procedures meet city goals and legal requirements and performs other related duties as required.

Essential Duties and Responsibilities:

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Plans, organizes and coordinates the activities of one or more program areas, including grant and funding proposal writing.
2. Assists City staff in identifying resource needs which are consistent with the City's community objectives and goals.
3. Analyzes and evaluates workgroup objectives, programs, organizational structures, operations and control systems.
4. Observes operations and prepares forms, procedures, manuals and regulations aimed toward more effective methods of grant administration.
5. Develops annual City grants plan that is consistent with resource requirements and priorities of the City.
6. Reviews grants literature from local, state, and federal levels to identify resource availability.
7. Organizes and coordinates written applications in response to request for proposal and grants opportunities; coordinates the work of others that are assisting in the grant application processes.
8. Coordinates with various divisions and workgroups of the City, and other governmental agencies; the submission of grant applications, tracking of applications and receipt of grants.
9. Ensures that each grant is successfully awarded and disbursed and that the city meets the grant agreement requirements;
10. Ascertains that the grant program and other non-financial compliance reports are submitted timely by the workgroup/entity utilizing the grant funds.
11. Performs grant accounting functions including the preparation of journal entries for balance sheet, and revenue and expenditure transactions.
12. Prepares or verifies the accuracy of all grant financial reports and reimbursement invoices and sends out these reports on behalf of the City.
13. Provides the requirements to the external auditors who conducts the Single Audit and assists in the preparation of the Single Audit Report.
14. Prepares, manages and maintains an accurate grant records system and databases.

15. Monitors sub-recipient's performance and adherence to terms and conditions of grant award.
16. Participates in the annual budget preparation process; budgetary monitoring and control. and assists with the design and preparation of grant or budget information materials and literature.
17. Evaluates effects of current and pending legislation on workgroups' grant funded programs and operations; develops responses and legislative proposals; acts as liaison with state and federal officials;
18. Performs related duties as required.

Qualification Guidelines

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and/or Experience

Bachelor's degree in accounting, business or public administration or closely related field and two (2) years of full-time, paid professional and preferably, grant-related work experience. Experience and/or education in a related field may be substituted on a year for year basis.

Knowledge of:

- Grants sources/availability, and application and administration process and procedures.
- Research, statistical and analytical methods.
- Effective methods of report presentation.
- Principles and practices of public sector financial systems including budgetary control, governmental accounting and auditing.
- Finance and accounting for financial transactions and preparation of financial reports.
- Basic budgeting practices and procedures.
- Basic purchasing practices and contract administration.
- City organization, operations, policies and objectives.
- Computer software applications such as Microsoft windows, Excel, Word and other accounting-oriented software.
- Correct English usage, grammar, spelling and punctuation.
- Office practices and procedures.
- General record keeping practices.

Skill and/or Ability to:

- Design and implement effective policies and workflow processes and procedures;
- Analyze and systematically compile technical and statistical information, prepare grants reports, technical reports, proposals, and correspondence.
- Develop, write and implement strategic plans and provides documents to support grants requirements.
- Read, interpret and apply appropriate federal, state, and local government laws and regulations regarding grant contracts and administration.
- Maintain accurate records and prepare clear and concise reports.
- Perform time-sensitive administrative responsibilities with accuracy.
- Perform basic and complex mathematical and statistical calculations.
- Track project costs and controls expenditures according to appropriate budget.

- Exercise a high degree of sound independent judgment and work within established guidelines with little or no direct supervision.
- Identify and analyze problems and take effective corrective action.
- Carry out duties and functions in a timely manner.
- Effectively communicate orally and in writing.
- Establish and maintain effective working relationships with others.
- Operate computers and related software.

License:

Possession of a valid California Class C driver's license. Employees in this classification will be enrolled in the Department of Motor vehicles (DMV) Government Employer Pull Notice program, which confirms possession of a valid driver's license and reflects the driving record.

Physical Requirements and Working Conditions:

Employee accommodations for physical and mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require vision (which may be corrected) to read small print.
- Perform work which is primarily sedentary.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Perform lifting, pushing and/or pulling which does not exceed 25 pounds and is an infrequent aspect of the job.
- Is subject to inside environmental conditions.
- May be required to work at a computer terminal for prolonged periods.
- May be required to use city and/or personal vehicle in the course of employment.
- May be required to attend periodic evening meetings and/or to travel within and out of city boundaries to attend meetings.