

TRANSPORTATION GRANTS ANALYST

DEFINITION

To perform a variety of technical and professional duties related to researching, applying for, coordinating, implementing and monitoring large grants related to the operations of transportation and Public Works; to develop and monitor grant budgets; assist in the submission of grant claim reimbursements; and to assist with other professional administrative tasks related to the operations of the division.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned management or supervisory personnel.

May exercise direct supervision over support personnel, as appropriate.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Research grants and assess compliance requirements and feasibility of grant; develop and present recommendations to management with respect to whether to apply for grants; apply for and submit grant amendments as necessary.

Develop, monitor and maintain grant budgets consistent with grant requirements.

Prepare City Council communication requesting authorization to apply for grants and for approval of grant agreement.

Maintain grant project management plans and monitor grant award milestones; meet with staff to review project status to grant milestones, ensuring terms, conditions and regulatory requirements are being adhered to.

Participate in the establishment and maintenance of a comprehensive fiscal processes for grant compliance and reimbursement; verify compliance of financial documents for completeness, accuracy, and conformance with uniform accounting requirements and with grant regulations; review general ledger reports to verify source of expenses; and review grant eligible expenses to grant award terms.

In coordination with Finance Department, create grant claim invoices; submit financial and/or performance reports to grant agencies, consistent with compliance requirements.

Maintain policies and procedures related to grant application, implementation, and compliance activities.

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Ensure effective communication with staff to facilitate and ensure adherence to policies, procedures and grant compliance requirements.

Prepare reports, corrective actions, and other records in accordance with federal, state, and local regulations.

Assist with a variety of audits, providing supporting documentation and technical assistance; analyze audit reports, provide input and ensure implementation of corrective action.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Grant funding requirements, administrative requirements and cost principles related to Federal Uniform Guidance and State Transportation Development Act guidelines.

Financial and reporting procedures as they relate to grant management.

Principles and practices of budget preparation, analysis and administration.

Pertinent local, State and Federal laws, ordinances and rules.

Modern office equipment and computers including word processing, desktop, spreadsheet, and database applications.

Techniques and principles of effective interpersonal communication.

Principles and procedures of financial record keeping and reporting.

Ability to:

Perform technical and professional duties in support of grant activities.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

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On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Research, analyze and resolve technical administrative issues.

Interpret and explain department and City policies and procedures; respond to requests and inquiries from staff.

Analyze financial data and reports.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training:

A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of increasingly responsible governmental grant administration experience.

AND

Training:

A Bachelor's degree from an accredited college or university.

License or Certificate:

Possession of a California driver's license by date of appointment.