



Title: Grants Analyst

FLSA Status: Non-Exempt

BRIEF DESCRIPTION:

The purpose of this position is to perform tasks primarily related to operating and capital funding opportunities and Capital Improvement support activities as well as performing administrative tasks in support of senior analysts. This is accomplished by preparing financial status reports/milestone reports as required to meet grant records requirements, maintaining data in the appropriate database for recording purposes, and appropriate creation, assignment, and monitoring of labor billing codes.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	(L) Light Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	(M) Medium Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	(H) Heavy Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	(V) Very Heavy Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.
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#	Code	Essential Functions	% of Time
1	S	Prepares and maintains capital budget data for budgets, planning, and forecasting by preparing and processing budget schedules for capital grants/projects and budget change forms, making project expenditure corrections as warranted, and calculating and establishing capitol labor billing rates and activity types for processing payroll.	40%
2	S	Conducts financial and statistical analyses for reporting purposes by extracting, compiling, analyzing, and formatting data obtained from various database sources.	25%
3	S	Maintains databases by setting up funding for capital projects upon grant approval, entering capital project data, and updating projects in local and state databases.	15%
4	S	Working with funding agencies to determine possible reprogramming options	5%
5	S	Applies and maintains grant applications and funding by analyzing applications to determine information requirements, assisting with preparation of papers for board and senior management approval, and coordinating grant initiation efforts and reprogramming activities.	10%
6	S	Administrative functions that include: coordinate meetings; participate and notice all attendees of date, time, and location. Reserve facilities and equipment using scheduling software and District forms. Prepare public notices for advertisement and for posting on the District's website. Answer questions from District	5%



employees, and vendors as appropriate. Access and download documents and information from the Internet. Other duties as assigned. Establish project tracking and review systems for assigned projects. Update management and staff on project progress. Manage materials and resources for projects, coordinating with other departments as required.

JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	<p>Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four (4) years of an accredited college or university resulting in a Bachelor's degree or equivalent in Finance, Accounting, Business Administration, Public Administration or a closely related field.</p> <p>Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.</p>
Experience	A minimum of three (3) years of experience in grant preparation, research, program organization, or administrative support functions related to grant development.
Supervision	Job has no responsibility for the direction or supervision of others.
Human Collaboration Skills	Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.
Freedom to Act	The employee normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion.
Technical Skills	Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
Budget Responsibility	Position has very limited fiscal responsibility.
Reading	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.



Writing	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Certification & Other Requirements	

KNOWLEDGE
<ul style="list-style-type: none"> • Intermediate statistical analysis. • Methods and techniques of tracking, recording, and presenting statistical data. • Practical application of computers and peripheral equipment. • English grammar, punctuation, spelling, and usage. • General methods of tactful public communication. • Applicable federal, state, and local laws, rules, and regulations pertaining to the specialized work assignment. • Research methodology and data analysis.

SKILLS
<ul style="list-style-type: none"> • Advanced word processing, spreadsheet, presentation and database software. • Specialized software related to functional area.

ABILITIES
<ul style="list-style-type: none"> • Review and evaluate administrative practices, policies, procedures, and problems. • Read, interpret, and apply District rules, procedures, and provisions of contracts. • Prioritize and deal with conflicting workload requirements. • Handle all internal/external contacts with courtesy, diplomacy, and tact. • Read, analyze, and interpret District policies, professional journals, technical publications, and government regulations. • Write reports, business correspondence, and procedure manuals. • Effectively present information and respond to questions from groups, managers, customers, and the general public. • Deal with difficult people and situations. • Learn District and departmental operating policies and procedures. • Learn departmental systems, methods, specific tasks, and procedures. • Speak clearly and communicate messages to appropriate individuals. • Organize information clearly and precisely. • Perform intermediate mathematical calculations, including ratios and percentages. • Apply customer service skills, representing the District in a positive way while working with the public. • Learn system processes related to department and job. • Extract statistics and written information from reports and transfer to other



documents.

- Explain information to others.
- Work well with others



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-

Sedentary	Light	Medium	Heavy	Very Heavy
X				
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C	F	O	R	N
Continuously	Frequently	Occasionally	Rarely	Never
2/3 or more of the time.	From 1/3 to 2/3 of the time.	Up to 1/3 of the time.	Less than 1 hour per week.	Never occurs.

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	O	Communicating with co-workers
Sitting	C	Desk work; meetings
Walking	O	To other departments/offices
Lifting	O	Supplies; files
Carrying	O	Files
Pushing/Pulling	O	File drawers
Reaching	C	For supplies; files
Handling	C	Paperwork
Fine Dexterity	C	Computer keyboard; telephone keypad; calculator
Kneeling	R	Filing in lower drawer; retrieving items from lower shelves/ground
Crouching	R	Filing in lower drawer; retrieving items from lower shelves/ground
Crawling	N	
Bending	O	Filing in lower drawer; retrieving items from lower shelves/ground
Twisting	O	From computer to telephone; Getting inside vehicle
Climbing	O	Stairs; step stools
Balancing	R	On step stools
Vision	C	Reading; computer screen; driving
Hearing	C	Communicating via telephone/radio, to co-workers/public
Talking	C	Communicating via telephone/radio, to co-workers/public
Foot Controls	R	Driving
Other (specified if applicable)		None noted.

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Telephone, fax machine, copier, calculator, computer and associated hardware and software.



ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	N
Chemical Hazards	N
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	N
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	N
Noise and Vibration	N
Wetness/Humidity	N
Physical Hazards	N

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED: None noted.

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	N
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 2 below)	N

(2) N/A

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.