



Title: Senior Grants Analyst

FLSA Status: Exempt

BRIEF DESCRIPTION:

The purpose of this position is to monitor, reconcile, report and analyze financial data related to capital project funding for both construction and non-construction projects. This is accomplished by maintaining and recording capital funding in computerized systems, monitoring and reconciliation of capital project funds, preparing grant applications and other reports as required, preparing annual capital budget and capital program update, and supporting project managers with respect to providing information and planning the use of grant funding for Capital Projects. Other duties include forecasting, training staff, audit support and researching and identifying funding opportunities.

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	Maintains and analyzes financial data related to capital funding by updating funding information for capital projects from approved grants, agreements or budget change documents in computer systems, creating and monitoring settlement rules in SAP capital project module for capital project expenditures, and preparing reconciliations of internal capital project funding data with federal, state and local funding sources.	30%
2	S	Administers grant funding activities by preparing funding applications and determining application requirements, working with project managers and subrecipients to obtain required project data, preparing funding reprogramming data and required agreement amendments, reviewing funding agreements prior to execution, reconciling grants and agreements for close-out, preparing and/or reviewing related issue papers for Board approval and meeting with internal staff and external agencies as required.	25%
3	S	Prepares, maintains and provides capital project budget information, works with project managers to provide capital project scope, cost and schedule information for capital improvement program, annual capital budget, financial forecasting and cash flows projections.	20%



4	S	Prepares reports on capital projects and grant funding including project financial and milestone reports, specialized reports as instructed by outside funding agencies and ad-hoc internal reports as needed, provides information for audits on capital project funding procedures used for managing the funding and expenditures for capital projects and provides oversight of subrecipients in compliance with Single Audit Guidelines for grant activity, invoicing and reporting.	15%
5	S	Identifies funding opportunities by researching websites, attending workshops and meetings and analyzing notifications of available funding, analyzes funding sources with respect to District's capital program to determine potential funding opportunities including matching and reporting requirements, determines opportunities for reprogramming of capital funding, applies for operating funds and provides training for staff.	10%

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 Accounting, Finance, 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 four (4) years of financial analysis, project accounting or grant accounting experience. Capital accounting and/or grant accounting experience with a public or transit agency is preferred.
Supervision	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.
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 job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.



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 moderate fiscal responsibility. May be responsible for the billing, collection and/or accounting of funds. May be responsible for the handling and balancing of cash.
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. 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	Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Certification & Other Requirements	

KNOWLEDGE
<ul style="list-style-type: none"> • Public agency and general financial and accounting principles, policies and procedures. • Mathematical and statistical analytical techniques. • Planning, financing, and operation of a public transit system. • Principles of capital program development and grant administration. • Principles and practices of budget development and administration. • Principles and practices of financial and administrative report preparation and presentation. • Methods, procedures, and techniques relative to governmental assistance programs, grant applications, and regulations. • Funding agency requirements, restrictions, and regulations.

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



ABILITIES

- Provide specialized financial support to the District's grant funded capital and non-construction projects.
- Prepare highly complex financial and administrative reports.
- Ensure accurate and timely submission of financial reports to various governing agencies.
- Analyze and interpret financial data and complex documents.
- Establish and maintain effective working relationships with employees and other agencies.
- Deal with difficult people and situations.
- Learn District and departmental operating policies and procedures.
- Speak clearly and communicate messages to appropriate individuals.
- Organize information clearly and precisely
- Effectively prioritize and manage multiple priorities and deadlines.



OVERALL PHYSICAL STRENGTH DEMANDS:

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

Sedentary	X	Light	Medium	Heavy	Very Heavy
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 2/3 or more of the time.	Frequently From 1/3 to 2/3 of the time.	Occasionally Up to 1/3 of the time.	Rarely Less than 1 hour per week.	Never 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; driving
Walking	O	To other departments/offices
Lifting	O	Supplies; files
Carrying	F	Files
Pushing/Pulling	O	File drawers
Reaching	C	For supplies; for files
Handling	C	Paperwork
Fine Dexterity	C	Computer keyboard; telephone keypad; calculator
Kneeling	R	Filing in lower drawers; retrieving items from lower shelves/ground
Crouching	R	Filing in lower drawers; retrieving items from lower shelves/ground
Crawling	N	None
Bending	O	Filing in lower drawers; 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 coworkers/public
Talking	O	Communicating via telephone/radio; to co-workers/public
Foot Controls	R	Driving
Other (specified if applicable)		None

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Telephone, calculator, fax machine, copier, scanner, application extender, 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

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	F
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.