

JOB DESCRIPTION
Grants and Loans Program Analyst
Code Number: 02039

GENERAL PURPOSE

Under general supervision, provides analytical and technical assistance to the Grants and Loans Manager; assists with the grant identification and solicitation process; coordinates with District Departments, member agencies, and various State and Federal agencies; provides assistance in planning collaboration of materials; monitors completion of applications for quality control to meet deadlines and requirements, monitors funding options available to the District; ensures compliance with the requirements of the awarded grants and loans and ensures that all assigned operations and functions serve the needs of the District; collaborates with grant awarding agencies and District management staff during all phases of grants and loans, and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This classification specializes in performing time-critical analytical and technical duties related to fiscal and administrative requirements of grant and loan programs. The incumbent of this single-position class acts for and in support of the Grants and Loans Manager.

This classification is distinguished from the Senior Grants and Loans Program Analyst in that an incumbent in the latter position independently perform specialized and complex financial analyses, studies, and reports requiring extensive and specialized technical knowledge and understanding of the water industry as it applies to grant and loan opportunities, grant writing and grant and loan administration.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Monitors State, Federal, and other agencies for potential opportunities.

Effectively identifies and explores grant and loan opportunities from a network of the incumbent's established professional contacts.

Coordinates the development of proposals with staff and outside consultants; assists staff in preparing budgets for research grants and proposals, and provides guidance in completing applications.

Grants and Loans Program Analyst

Reviews grants and proposals for accuracy, completeness, and compliance with District policies.

Develops budgets, assures compliance with sponsor guidelines, processes final proposals, and coordinates with staff and senior management to obtain approval.

Resolves any pre-award contractual or program issues with Opportunity Review Team involved in the pursuit of funding Opportunities.

Assists in the coordination and implementation of awarded grants and loans.

Interpret and provide technical knowledge and information about Federal, State or District grants programs to senior management and staff of the affected Departments when necessary.

Prepares and submits required documentation in a timely manner.

Serves as a liaison for grant program application activities; responds to inquiries from staff, vendors, and contractors relative to the District's grant program.

Performs a variety of technical duties in the preparation, processing, maintenance, storage/archiving and reporting of grants and loans records; writes or maintains desk procedures; prepares journal entries and account reconciliations as assigned; performs related duties as assigned.

Drafts, edits and comments on grant applications and associated documents in support of gaining grants and loans for District projects.

Plans, organizes and prioritizes grant-funded program services as directed by the Grants and Loans Manager.

Performs related duties and responsibilities as assigned.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

State and federal legislative procedures for loans, grants, and appropriations; funding sources; effective grant proposal writing; budget preparation and administrative processes to ensure grant funding compliance; effective interpersonal and grant funding administrative skills; basic knowledge of District operations and current water and wastewater issues, relationships with adjacent and supporting agencies and local governmental bodies.

Grants and Loans Program Analyst

Ability to:

Analyze administrative problems/funding programs and make appropriate recommendations; communicate effectively both orally and in writing; establish and maintain cooperative relationships with a variety of academic, governmental, and community resources; use various software programs, including word processing and spreadsheets, to produce documents and reports; select appropriate methodologies and perform mathematical and statistical calculations and analyses; prepare evaluations, reports, and proposals with well-supported findings, conclusions, and recommendations in a logical, understandable manner; make clear, effective oral presentations to groups and individuals; establish and maintain effective working relationships with District Management Staff, Board Members, outside agency officials and others encountered in the course of work; make sound independent judgments within established guidelines.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from an accredited college or university with a bachelor's degree in accounting, business administration, public administration, or related field and one year of professional experience preparing and administering grants. Additional experience or training which demonstrates the successful application of the required knowledge, skills, and abilities requisite to grant development may be substituted for the required education on a year for year basis.

Licenses; Certificates; Special Requirements:

A valid Class "C" California driver's license and the ability to maintain insurability under the District's vehicle insurance program.

Specific training in grant writing or related skills is desired or the ability to complete such training within 18 months of selection.

Knowledge of water and wastewater treatment and reclamation and water resource management is desirable.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, employees are regularly required to sit; talk or hear, both in person and by telephone; and use hands to operate, finger, handle

or feel office equipment; and reach with hands and arms. Employees are occasionally required to stand and walk; stoop, kneel, or bend; and lift up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use oral and written communication; read documents or instructions; analyze and solve problems; interpret data or information; observe people and situations; use math/mathematical reasoning; learn and apply new information or skills; perform highly detailed work; work with constant interruptions; interact with customers/individuals, some of whom may be dissatisfied and/or abusive.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions, and the noise level is usually quiet.

FLSA DETERMINATION: Meets administrative exemption from overtime.