



Midpeninsula Regional Open Space District

GRANTS SPECIALIST

DEFINITION

Under direct or general supervision, provides specialized planning, administrative support, and coordination of the District Grant Program, to include sourcing grants, developing application strategy, responding to grant solicitations, developing project budgets with departmental input, securing Board approvals, and post-award compliance and reporting. Additional characteristics of classification include the ability to analyze programmatic priorities with respect to grant identification and recommendation of the same, provide recommendations for reporting construct to meet needs of department and District and which are also feasible with respect to District operations. Conducts needs analyses, feasibility studies, and evaluations for grant projects and programs; develops, summarizes, and maintains administrative, fiscal, and compliance records; assembles and submits compliance reports for assigned grants. Fosters cooperative working relationships among District departments and acts as liaison with various grant making, public, and regulatory agencies; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general guidance from the Chief Financial Officer/Director of Administrative Services. Exercises direct and general supervision over administrative and office support staff.

CLASS CHARACTERISTICS

This is a stand-alone Grants Specialist classification. Incumbent develops and implements procedures for a variety of grant projects and programs within a variety of departments. Work may include aspects of early-mid-and late project budget development, contract administration, grants administration, management analysis, and program evaluation. Incumbent provides professional-level resource and advisement for departments with respect to grant analyses. The work has technical and programmatic aspects requiring the interpretation and application of policies, procedures, and regulations, especially with respect to grant compliance and monitoring reporting. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies with respect to District grant management policies. Positions in the Grants Specialist class series require two (2) years of experience at an Analyst I level (or equivalent) that allows the employee to meet the qualification standards of this class.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS *(Illustrative Only)*

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Coordinates and performs professional administrative work in grants administration and reporting
- Researches, evaluates, and recommends government (Federal, State, and local), corporate, and foundation grant funding opportunities relative to District programs, projects.

- Writes grant applications, prepares budgets, and interprets funding agency regulations and requirements.
- Ensures grant compliance, coordinates reporting requirements and meeting associated deadlines, and serves as the primary interface between the District and the granting agencies.
- Assists in developing goals, objectives, policies, procedures, work standards, and administration control systems for the District's grant program.
- Plans, oversees, and administers departmental and agency grants; develops and manages grant budgets; directs aspects of legal and regulatory compliance for awarded grants.
- Participates in program evaluation and the development and implementation of new or revised grant program guidelines, procedures, and methods of operation; compiles and analyzes data and makes recommendations regarding grant program best management practices.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Project and/or program management, analytical processes, and report preparation techniques.
- Organizational and management practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures.
- Research and reporting methods, techniques, and procedures.
- Principles and practices of grants administration, budget administration, and sound financial management policies and procedures, including estimating project expenditures and resource loading.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to grant programs.
- Effective communication methods and techniques in public presentations.
- Modern office practices, methods, computer equipment, and computer applications related to work, including word processing, spreadsheet software.
- Principles and procedures of record keeping and reporting, and utilizing the internet and internet portals to cull grant opportunities for District projects.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- Prepares comprehensive policy and procedure manuals for grant programs.
- Develops technical records and reports.
- Ensures assigned areas are in compliance with Federal, State, and local and District laws, regulations, and professional practices.
- Prepares and submits Board of Director agenda reports and various other commission, committee, and staff reports, resolutions, ordinances, and correspondence regarding grant program.
- Communicates orally, in writing, or through graphic representations and statistical summaries with colleagues, managers, employees, the public, organized employee groups, and representatives of various organizations.
- Maintains accurate records and files; develops storage of records and retention schedules.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Coordinate and oversee programmatic administrative, resource loading, operations, budgeting, grants, and fiscal reporting activities with respect to grant submittals and project cost projections and spend down of grant funds and grant compliance monitoring.

- Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.
- Conduct research regarding grant opportunities from a variety of sources including web searches and grant finding portal systems.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Interpret, apply, and explain applicable Federal, State, and local policies, procedures, laws and regulations.
- Understand the organization and operation of the District as necessary to assume assigned responsibilities related to grant program.
- Effectively represent the department and the District in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals as related to grant making webinars or in-person grant making workshops.
- Establish and maintain a variety of filing, record keeping, and tracking systems, especially as related to grant compliance monitoring.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment, including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone or radio, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in nonprofit management, business administration, public administration, or a related field, and two (2) years of professional analytical experience in a related field at the level at Analyst I or equivalent.

Licenses and Certifications:

- Possession of a valid California Driver's License.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Some field work may be required to the extent that project site visits may be necessary, and which involves the ability to walk for short distances over rough terrain, drive vehicles over unimproved roads, and stand for extended periods of time. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees largely work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may be required to visit outdoor locations with exposure to sun, inclement weather, temperature extremes, and other natural hazards. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

EFFECTIVE: July 2017
REVISED: N/A
FLSA: Exempt