

GRANTS ANALYST**SALARY RANGE**

\$31.371 - \$38.132 Hourly
\$5,437.69 - \$6,609.54 Monthly
\$65,252.27 - \$79,314.54 Annually

DEFINITION

Under general direction, is responsible for researching, preparing and submitting grant proposals, applications and supporting documents, including written narratives, assistance in budget preparation and project planning. The Grants Analyst researches and identifies new and potential, competitive and discretionary grant funding opportunities; provides oversight of the lifecycle of grants; performs administrative tasks in support of a variety of grant processes and procedures; provides technical assistance and guidance to ensure grant management compliance with federal, state and local rules and regulations including but not limited all necessary reporting.

SUPERVISION RECEIVED AND EXERCISED

Receives direct or general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

EXAMPLES OF TYPICAL 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.

- Responsible for preparing and submitting grant proposals, applications and supplemental documents, including written narratives, grant budget preparation and project planning.
- Responsible for preparing and administering grant amendments and revision as needed.
- Researches, evaluates and identifies competitive and discretionary grant funding opportunities consistent with Agency goals and objectives.
- Works cooperatively across departments, project managers and sub-recipients to obtain required grant management data.
- Provides technical assistance and guidance to ensure grant management compliance and eligibility with federal, state and local rules and regulations.
- Maintains grant project files and monitors grant award milestone; meets with staff to review project status to grant milestones, ensuring terms, conditions and regulatory reequipments are being followed.
- Assist with the maintenance of financial data related to grants management to ensure timely compliance.
- Disadvantage Business Enterprise liaison
- Transportation Development Act claim liaison
- Maintains capital and grant reporting systems and files consistent with grant funding requirements.
- Provides projections of project expenditures to determine the need for additional funds, potential overruns and surplus grant funding.

- Tracks the timely use of funds and reversion dates and makes recommendations for extensions or amendments.
- Represents the Agency with various federal, state and local agency staff to manage grants.
- Responsible for programming and/or analyzing data in TrAMS, Grants.gov, CalSMART, BlackCat, NTD or other related grant tracking software.
- Attends regional and local meetings, conferences and public meetings related to grants management.
- Supports and participates in periodic funding agency audits and reviews related to grant funding.
- Manages and performs demanding and complex statistical and data analysis.
- Oversees the maintenance of records systems and databases for grants administration
- Maintains and prepares detailed spreadsheets, databases and other reports as required.
- Performs research and analysis on applicable legislation, Federal guidance, circulars and publications.
- Stays current on legislative policies surrounding grant opportunities.
- Attends trainings, workshops and webinars.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of public transit funding and grant applications process, grant monitoring and administration.
- Methods, practices and techniques in developing, writing and submitting local, state and federally funded grant proposals and applications.
- Structure and content of the English language including the meaning and spelling of words, rules of composition , punctuation and grammar.
- Mathematical skills sufficient to perform comprehensive analysis.
- General methods of tactful public communications.
- Modern office practices and procedures, records management principles and practices.

Ability to:

- Ability to navigate multiple projects with attention to detail and accuracy while adhering to deadlines in a fast-paced environment.
- Research, read, understand, interpret, explain and apply federal, state and local laws and regulations pertaining to grant funding.
- Ability to understand project requirements, the organization, departments and their functions.
- Critical thinking, understanding and following directions.
- Prepare complete, accurate and comprehensive grant proposals and applications.
- Organize, set priorities, adhere to deadlines, and exercise sound independent judgment within areas of responsibility.
- Make accurate mathematical and statistical calculations and to accurately collect and tabulate data.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Adapt to frequent changes in priorities and to meet deadlines.
- Research, compile, synthesize and analyze a wide variety of information.

- Prepare clear, accurate, effective, well-organized and understandable correspondence, written documents and management reports.
- Effectively operate a computer and applicable software to perform job functions.
- Ability to learn transit specific proprietary software programs related to functional area.
- Communicate effectively the mission of the Santa Barbara County Association of Governments

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:

Two (2) years of increasingly responsible governmental grant experience performing professional-level experience in grant preparation, research program organization or other grant related financial support.

Equivalent to graduation from an accredited college or university with major coursework in English, business administration, public administration, management, planning, statistical analysis or a related field.

Licenses and Certifications:

- Possession of a valid California Class “C” 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 work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter 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 work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing SBCAG policies and procedures. This position may lend itself to a hybrid schedule but has in-person requirements.