

Grants Analyst

BASIC PURPOSE AND PRINCIPAL RESPONSIBILITIES

The Grants Analyst is responsible for preparing and submitting grant proposals, applications and supporting documents, including written narratives, 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 administration 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.

SUPERVISION RECEIVED AND EXERCISED

Works independently and is under the general direction and supervision of the Grants Manager and provides direction to others.

EXAMPLES OF DUTIES

- Responsible for preparing and submitting grant proposals, applications, and supplemental documents, including written narratives, budget preparation, and project planning.
- Responsible for preparing and administering grant amendments and revisions as needed.
- Researches, evaluates, and identifies competitive and discretionary grant funding opportunities consistent with VVTA's goals and objectives.
- Works cooperatively with department heads, 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.
- Ensures compliance with all grant requirements providing leadership and coordination to ensure grant expenditures and procurements are within the project scope and budget; that project activities comply with applicable contracts and agreements; and that project deadlines and project milestones are met.
- Assists with the maintenance of financial data related to grants management to ensure accuracy; manages and maintains capital and grant reporting systems and files consistent with grant and

funding requirements. Provides projections of project expenses to determine need for additional funds, potential overruns, and surplus grant funding. Makes recommendations for corrections, budget revisions or amendments as needed.

- Represents VVTA with various federal, state, and local agency staff to manage regional transportation planning and funding. These include San Bernardino County Transportation Authority (SBCTA), California Department of Transportation (CALTRANS), Federal Transit Administration (FTA), Southern California Association of Governments (SCAG), and a variety of other public entities.
- Responsible for programming capital and operating funding and projects in coordination with the Regional Transportation Planning Agencies (RTPA), the County Transportation Commission (CTC), and the Metropolitan Planning Organizations (MPO).
- Responsible for programming and/or analyzing data in TrAMS, Grants.gov, CalSMART, BlackCat, NTD, TransTrack and other related software.
- Attends regional and local meetings, conferences and public hearings related to grants management and regional planning.
- Supports and participates in periodic funding agency audits and reviews related to grant funding. These include Federal Transit Administration (FTA) Triennial Reviews and Transit Development Act (TDA) Triennial Performance Reviews, NTD, and other transit reviews and audits.
- Manages and performs demanding and complex statistical and data analysis projects, oversees the maintenance of records systems and databases for capital planning and grant administration systems. Prepares and maintains detailed spreadsheets, databases, and other reports as required.
- Performs research and analysis of applicable legislation, Federal guidance, circulars, and publications. Stays current on legislative policies.
- Attends training, workshops, and webinars for programs such as Caltrans's BlackCat, CalSMART, and FTA's TrAMS, as well as other grants management, procurement, and other related opportunities.
- Provides oversight of sub-recipients in compliance with Single Audit Guidelines for grant activity, invoicing, and reporting.
- Provides organizational and administrative support to the Grant Manager and Chief Operating Officer.

- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of public transit funding and grant applications processes, grant monitoring and administration.
- Principles and practices of government procurement and financial management oversight.
- 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, financial, and accounting skills sufficient to perform comprehensive analysis.
- General methods of tactful public communications and phone etiquette.
- 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, revenue, accounting, and auditing work.
- Ability to understand the project requirements, the organization, departments, and its 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.
- Research, read, understand, interpret, and apply federal, state, and local laws and regulations pertaining to grant funding, revenue, accounting, and auditing 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 using word processing, e-mail, database, and spreadsheet software; learn transit specific, proprietary software programs related to functional area.

Skill in:

- Writing narratives, English, spelling grammar and punctuation.
- Maintaining confidentiality regarding sensitive information.
- Entering and retrieving data from a computer with sufficient speed and accuracy to perform required work.
- Learning specialized software related to functional area.
- Interfacing and communicating with individuals at all levels of the organization.

Experience and Education:

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

Experience: Five (5) years of progressively responsible experience performing professional-level analytical work in one or more of the following functional areas: composing competitive grant proposals, creative and technical writing, grants administration, financial management/accounting, and other functional areas related to the duties of the position.

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

License or Certificate:

Possession of a valid driver's license may be required at the time of hire date. Individuals who do not meet this requirement due to a physical disability will be considered on a case-by-case basis.

SPECIAL SKILLS AND WORK ENVIRONMENT

Physical Skills:

Mobility to work in a typical office setting. Physical ability to use standard office equipment, including a computer; sit at desk or stand for prolonged periods; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the phone; intermittently twist and reach office equipment; dexterity to use a computer; write and use keyboard to communicate through written means; lift or carry light weight packages, equipment, etc.; travel to and from various sites.

Work Environment:

Work in a standard office setting.

FLSA: Salaried - Exempt
Established: 2017/07
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