

## Grants Assistant

### **BASIC PURPOSE AND PRINCIPAL RESPONSIBILITIES**

The Grants Assistant supports the grants department primarily with general grant accounting, grant management and administrative tasks in support of a variety of grant applications and processes. Creates, maintains, and reconciles grant records, files and supporting documents and spreadsheets. Performs work in support of the activities, goals and programs related to VVTA's grant funded capital and operating projects in compliance with federal, state, and local rules, regulations, and requirements.

### **SUPERVISION RECEIVED AND EXERCISED**

Works under the general direction and supervision of the Grants Manager and receives direction from Grant Department Analysts.

### **EXAMPLES OF DUTIES**

- Assists with preparing and submitting grant proposals, applications, and supplemental documents, including written narratives, budget preparation and project planning.
- Coordinates with department heads, project managers and sub-recipients to obtain required grant management data. With experience and training, will provide technical assistance and guidance to ensure grant management compliance and eligibility with federal, state, and local rules and regulations.
- Provides support and coordination to ensure grant expenditures, procurements and requests for reimbursement are within the project scope and budget; that project activities are in compliance 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 and reliability; assists with the management and maintenance of capital and grant reporting systems and files consistent with grant and funding requirements to ensure comprehensive project tracking; prepares and maintains detailed spreadsheets, databases, and other files and reports as required.
- Reconciles and records grant accounting figures and data, checking and correcting computations, identifying, and resolving issues.
- Prepares and maintains detailed spreadsheets, databases, and other reports as required.

- With experience and training will support reconciliations and the preparation of data and statistics for monthly and annual National Transportation Database report submittals, as well as fiscal year-end financial reporting and problem solving.
- Maintains effective communications and interacts with a variety of federal, state, and local agency staff to support the management of regional transportation planning and funding. These include San Bernardino County Transportation Administration (SBCTA), California Department of Transportation (CALTRANS), Federal Transit Administration (FTA), Southern California Association of Governments (SCAG), and a variety of other public entities.
- Attends regional and local meetings, conferences and public hearings related to grants management and regional planning.
- Learns to use and attends training, workshops, and webinars for web-based programs such as Caltrans' BlackCat and CalSmart and Federal Transportation Authority's TrAMS as well as other grants management, procurement, and other related opportunities.
- Provides organizational and administrative support to the Grants Manager and the Chief Operating Officer.
- Performs related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

- Structure and content of the English language including the meaning and spelling of words, rules of composition, punctuation, and grammar.
- Sufficient knowledge of accounting and bookkeeping procedures; familiarity with accounting software (e.g., QuickBooks).
- Advanced MS Excel Skills (creating spreadsheets and using financial functions)
- Principles and practices of public transit funding and grant applications processes, grant monitoring and administration.
- Understand, interpret, explain, and apply state and federal laws, ordinances, rules, and regulations affecting public mass transit. (Knowledge in uniform guidance is preferred)
- Principles and practices of government procurement and fiscal management oversight.
- Methods, practices, and techniques in developing, writing, and submitting local state and federally funded grant proposals and applications.
- Mathematical, financial, and accounting skills sufficient to perform detailed analysis.
- Personal computers, peripheral equipment and current software programs for word processing, e-mail, database, spreadsheets, and presentation.
- 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.
- Make accurate mathematical and statistical calculations and to accurately collect and tabulate data
- Communicate effectively, both orally and in writing.
- Ability to understand the project requirements, the organization, departments, and its functions
- Critical thinking, understanding, and following directions.
- Organize, set priorities, adhere to deadlines, and exercise sound independent judgment within areas of responsibility.
- 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.
- Effectively operate a computer using word processing, e-mail, database, and spreadsheet software; learn transit specific, proprietary software programs.
- Must be familiar with current business operating systems, software, and programs.

## **Skill in:**

- Attention to detail, with an ability to spot numerical errors.
- Writing narratives, English, spelling grammar and punctuation.
- Computer software skills including spreadsheets, word processing, accounting, and database applications such as MS Office programs including Excel, Outlook, Word, etc.
- Organizational and time-management skills.
- Learning specialized software related to functional area.
- Entering and retrieving data from a computer with sufficient speed and accuracy to perform assigned work.
- Maintaining confidentiality regarding sensitive information.
- Effectively interfacing and communicating with individuals at all levels of the organization and with stakeholders.

## **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:** Three (3) years of progressively responsible experience performing professional-level work in one or more of the following functional areas: composing competitive grant proposals, creative and technical writing, grants administration, fiscal management/ accounting, and other functional areas related to the duties of the position.

**Education:** Two-year college degree from an accredited college or university with major coursework in English, business administration, public administration, management, planning, statistical analysis, finance, accounting, math, or a related field. Bachelor's degree is preferred

**License or Certificate:**

Possession of a valid California driver's license may be required at the time of appointment. 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 – Non-Exempt  
Established: July 2022