



FISCAL & GRANTS ANALYST

Hourly Rate: \$38.91-\$52.15 with Benefit Package

DEFINITION

Under general supervision, the Fiscal & Grants Analyst will be responsible for ensuring the agency applies for and receives federal, state, county, and local transit subsidies for which it is eligible. This position also ensures funds are expended within the various rules and regulations that are required in work to receive such funding.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Fiscal Manager. Will receive general instructions and assistance from the Planning and Marketing Manager. Will have no direct reports.

CLASS CHARACTERISTICS

This is a specialized position requiring knowledge of grant writing process and procedures. Ability to read and interpret written information; listen and obtain clarification, write clearly and informatively, and edit work for spelling and grammar is imperative for success in this role. This position requires a high level of attention to detail, confidentiality, and the ability to work effectively within strict deadlines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

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

- Administer the Agency's grant portfolio of federal, state, and local transit-related grants, ensuring milestones and timelines are met and expenditures comply with regulations for grant reimbursements.
- Cross-departmental coordination for purchasing goods and services in accordance with applicable rules and regulations of specific grant requirements.
- Assists with internal and external compliance audits, reviews, and evaluations.
- Actively participates in workshops and trainings to keep current with any changes or new items in federal, state and local regulations pertaining to administration of grant funds.
- Assists in operating and capital budget preparation and administration; prepares budget transfer requests; monitors and controls expenditures for assigned areas.
- Prepares, submits and updates various required planning documents to program grant funds.
- Develops and maintains good working relationships with outside agencies and internal management.
- Represents the Agency at various meetings with outside agencies pertaining to grants and subsidies.

- Communicates grant and project information with stakeholders including project managers, funding agencies, and planning agencies.
- Assists with inventory and asset tracking/monitoring.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Intermediate statistical analysis.
- Methods and techniques of tracking, recording, and presenting statistical data.
- Practical application of computers and peripheral equipment.
- English grammar, punctuation, spelling, and usage.
- General methods of tactful public communication.
- Applicable federal, state, and local laws, rules, and regulations pertaining to the specialized work assignment.
- Research methodology and data analysis.
- Advanced word processing, spreadsheet, presentation and database software.
- Specialized software related to functional area.

Ability to:

- Review and evaluate administrative practices, policies, procedures, and problems.
- Read, interpret, and apply Agency rules, procedures, and provisions of contracts.
- Prioritize and deal with conflicting workload requirements.
- Handle all internal/external contacts with courtesy, diplomacy, and tact.
- Read, analyze, and interpret Agency policies, professional journals, technical publications, and government regulations.
- Write reports, business correspondence, and procedure manuals.
- Effectively present information and respond to questions from groups, managers, and customers.
- Deal with difficult people and situations.
- Learn Agency and departmental operating policies and procedures.
- Learn departmental systems, methods, specific tasks, and procedures.
- Speak clearly and communicate messages to appropriate individuals.
- Organize information clearly and precisely.
- Perform intermediate mathematical calculations, including ratios and percentages.
- Apply customer service skills, representing the Agency in a positive way while working with the public and partner agencies.
- Learn system processes related to department and job.
- Extract statistics and written information from reports and transfer to other documents.
- Explain information to others.
- Work well with others.

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 a bachelor's degree from an accredited college or university with major coursework in Business Administration, Accounting, Finance, Public Administration, Project Management, English or related field.

AND

Two years of experience in grant writing and grants management.

OR

Four years of experience in grant writing and grants management.

Licenses and Certifications:

➤ None

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 and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. 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 up to 25 pounds. Reasonable accommodation will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees work primarily in an office environment with moderate noise levels, controlled temperature conditions and no exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

EL DORADO COUNTY TRANSIT AUTHORITY IS AN EQUAL OPPORTUNITY EMPLOYER