



Job Description

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

Job title	Grants and Loans Program Analyst
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GENERAL PURPOSE

Under direction, conducts research and provides analytical and technical assistance to the Grants and Loans Manager; assists with the grant identification and solicitation process; coordinates with District departments, member agencies, and various State and Federal agencies, and consultants in planning and submitting grant applications; monitors applications for quality control to meet deadlines and requirements; monitors funding options available to the District; ensures compliance with the requirements of the pre-award grants and loans and that all assigned operations and functions serve the needs of the District; and performs related duties, as assigned.

DISTINGUISHING CHARACTERISTICS

This classification specializes in performing time-critical analytical and technical duties in the preparation and ongoing coordination of grant and loan programs. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

This classification is distinguished from the Grants and Loans Manager in that an incumbent in the latter position is responsible for planning, organizing, reviewing, and evaluating the grant and loan proposal development and submission process in consultation with the District's General Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Grants and Loans Manager. Exercises no direct supervision over staff.

TYPICAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

- Monitors state, federal, and other agencies for potential grant and loan opportunities acquired from multiple sources and databases.
- Serves as the ongoing liaison for grant/loan program application activities and development of proposals; responds to inquiries from staff, funding agencies, vendors, and consultants relative to the District's grant program.
- Reviews grant and loan proposals for accuracy, completeness, and compliance with District policies; prepares and submits required documentation in a timely manner.
- Develops budgets, assures compliance with sponsor guidelines, processes final proposals, and coordinates with staff and senior management to obtain approval.
- Resolves any pre-award contractual or program issues with Opportunity Review Team, or Grants and Loans Committee involved in the pursuit of funding opportunities.
- Assists in the coordination and implementation of awarded grants and loans; enters, tracks, and updates new and current grants or loans; analyzes consultants' costs by reviewing invoices and maintaining consultant budget.
- Coordinates and may attend various meetings with funding agencies, staff and outside consultants; prepares agenda packets and other documentation; and prepares meeting room and takes notes.
- Performs a variety of technical duties in the preparation, processing, maintenance, storage/archiving, and reporting of grants and loans records; writes or maintains desk procedures.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

REQUIRED QUALIFICATIONS

Knowledge of:

- State and federal legislative procedures for loans, grants, and appropriations.
- Methods and techniques of researching grant opportunities and external funding sources.
- Principles and practices of effective grant proposal writing.
- Budget preparation and administrative processes to ensure grant funding compliance.
- Mathematical principles.
- District operations and services.
- District priorities for sourcing funding.
- Relationships with adjacent and supporting agencies and local governmental bodies.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Analyze administrative problems/funding programs and make appropriate recommendations.
- Source appropriate funding opportunities and identify/recommend collaborative efforts with other agencies.
- Prepare a diverse range of grant and loan funding documents.
- Coordinate the requirements and timing between the stakeholders, consultants, and funding agencies.
- Select appropriate methodologies and perform mathematical and statistical calculations and analyses.
- Prepare evaluations, reports, and proposals with well-supported findings, conclusions, and recommendations in a logical, understandable manner.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, and procedures, and standards relevant to work performed.
- Effectively represent the department and the District in meetings with governmental agencies; community groups, various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.

- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Experience:

Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:

- Two (2) years of professional experience preparing and administering grants.

Education:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in accounting, business administration, public administration, or a related field.

Licenses/Certifications:

- A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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 to operate a motor vehicle and visit various District sites; and hearing and speech to communicate in person 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 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.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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 departmental policies and procedures.

Eastern Municipal Water District
Job Title: Grants and Loans Program Analyst
Last Update: October 2019

This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

Approved by:	<i>Board of Directors</i>
Date adopted:	<i>October 2, 2019</i>
Date modified:	
FLSA determination:	<i>Exempt</i>

Job Description Acknowledgment

I have received, reviewed and fully understand the job description for Grants and Loans Program Analyst. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name (print): _____ *Date:* _____

Employee Number: _____

Employee Signature: _____