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## GRANTS ADMINISTRATOR

### **DEFINITION**

Under general direction, prepares grant proposals and supporting documents; provides grants administration support; develops, summarizes, and maintains administrative and fiscal records; coordinates grants programs, special projects, and studies and performs related administrative support functions; fosters cooperative working relationships among Authority departments and acts as liaison with various community, public, and regulatory agencies; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Assistant General Manager. General supervision of clerical staff is exercised.

### **CLASS CHARACTERISTICS**

This is a journey-level class that provides grants administration support. Responsibilities include budget development, grant funding and reporting, expenditure monitoring and grant funds disbursement. Incumbents serve as a resource for grants administration analyses and studies. This class is distinguished from other administrative support classifications by its complexity and specialized knowledge required, including budget and grants programs.

### **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 accommodations so that qualified employees can perform the typical job functions.*

- Coordinates and performs administrative work in grants administration and reporting, including researching grant funding opportunities, evaluating funding opportunities relative to Authority policies and vision, preparing grant proposals, assisting in preparing budgets, and interpreting funding agency regulations and requirements.
- Analyzes, reviews, and ensures compliance of proposals and grant budgets with policies, regulations, funding agency requirements, and accounting protocols and procedures; facilitates documentation requirements.
- Develops and maintains specialized databases and systems for recording and tracking grant proposals, awards, and related statistical information.
- Collects, compiles, and analyzes information from various sources on a variety of specialized topics to related projects; prepares comprehensive technical records and reports to present and interpret data, identifies alternatives, and makes and justifies recommendations.
- Advises, guides, and supervises administrative staff on the application of grant funding policies, regulations, and procedures.
- Serves as a liaison with employees and grant funding organizations pertaining to grant submissions and future funding; provides information and assistance to the departments regarding research of

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funding opportunities; receives and responds to questions relating to assigned area of responsibility.

- Create and distribute standard special reports, summaries, and analysis as requested.
- Maintains accurate records and files; develops storage of records and retention schedules.
- Attends meetings, conferences, workshops, and training sessions and reviews publications and materials to remain current on grant funding policies, regulations, procedures, and new developments; prepares reports of changes to management; provides recommendations on implementation and impact of changes.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of municipal government management.
- Principles, practices, and procedures of budgeting, funding sources, and grant funds disbursement.
- Project and/or program management, analytical processes, and report preparation techniques; municipal programs such as grant administration, finance, budgeting, and other related governmental programs.
- Organizational practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures.
- Basic principles and practices of public administration as applied to operational unit and program administration.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Research and reporting methods, techniques, and procedures.
- Sources of information related to a broad range of municipal programs, services, and administration.
- Applicable Federal, State, and local laws, codes, and regulations.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors, and Authority staff, in person and over the telephone.
- Techniques for effectively representing the Authority in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service to public and Authority staff, in person and over the telephone.

### **Ability to:**

- Assist in the development of goals, objectives, policies, procedures, and work standards for grant administration.
- Coordinate and oversee departmental and programmatic administrative, budgeting and fiscal reporting activities as they relate to grants administration.

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- Plan, organize, and carry out assignments from management staff with minimal direction.
- Plan, organize, schedule, assign, review, and evaluate the work of staff.
- Train staff in work procedures.
- Interpret, apply, and explain complex Federal, State, and local laws, codes, regulations, and departmental policies and procedures.
- Analyze, interpret, summarize and present administrative and technical information and data in an effective manner.
- Understand the organization and operation of various departments and of outside agencies as necessary to assume assigned responsibilities.
- Prepare clear and effective financial, statistical, narrative, informational, and educational reports, correspondence, procedures, and other written material.
- Make accurate arithmetic, financial and statistical computations.
- Analyze situations and identify pertinent problems/issues, conduct research to gather relevant information, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, setting priorities, and meeting critical time deadlines.
- Operate modern office equipment, including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

### **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 graduation from an accredited four-year college or university with major coursework in business or public administration or a related field, and three (3) years of municipal government experience, including grant writing and management.

### **Licenses and Certifications:**

- Possession of a valid California Class C Driver's License with satisfactory driving record and automobile insurance.
- Certification in Grant Management and Development or equivalent training desired.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to operate a motor vehicle and to visit various Authority and meeting sites; 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

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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 departmental policies and procedures.

EFFECTIVE: June 2015

REVISED: N/A

FLSA: Exempt