

ADMINISTRATIVE ANALYST/GRANTS COORDINATOR

DEFINITION

Reporting to Director of Administration, this position assists county staff in identifying, preparing, submitting, monitoring, and managing grants from external sources. The position also provides analytical support to the department by conducting statistical and policy analysis and research on County programs and policy proposals.

EXAMPLES OF DUTIES

The Administrative Analyst/Grants Coordinator serves as an integral part of the Department of Administration policy team. As Grants Coordinator, the position's responsibilities include:

- Identifying potential revenue from external sources such as national, state and local governmental agencies as well as non-governmental agencies such as foundations, businesses, and other organizations;
- Developing and maintaining a comprehensive funding resource library by conducting surveys of the Federal Register, Federal Catalogue of Domestic Assistance and other sources that identify existing or new federal, state and private funding opportunities;
- Evaluating grant and external funding opportunities in terms of budget or program implications such as matching requirements, staff support, and/or other long term financial commitments;
- Providing technical assistance to county departments in preparing and submitting grant applications including editing, reviewing and coordinating related documents and dedicating a high level of support to the Sheriff's Office grant efforts;
- Creating and maintaining a countywide grant and external funding source database that monitors the use and source of funds, terms of grant or external funding, due dates for re-submission, positions supported by grant or external funding, etc;
- Assisting departments in grant management by reviewing compliance with the conditions of the grant or external funding, notifying departments of submission deadlines and grant termination dates, and creating transition plans from grant support to other sources, if desirable;
- Assisting in the compilation of the annual Revenue Manual.

In addition to coordinating and monitoring grant activities for the County, the position will also participate in and conduct policy and statistical analysis including:

- Assisting the department in conducting research and analysis of policy proposals, preparing policy papers, and presenting results;
- Gathering quantitative and qualitative data and information through research and interviews;
- Assisting in writing general correspondence, administrative policies and procedures, informational materials about county programs and services.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of education and experience equivalent to a bachelor's degree in public administration, political science, economics, business administration/management, or a closely related field, and two (2) years of professional experience. A Master's degree in public policy, public administration or related field can be substituted for two years of experience. Experience in grant administration, grant writing, or related work is highly desirable.

Knowledge, Skills, and Abilities: Knowledge of the principles and practices of grant writing; knowledge of public policy theory, public policy analysis techniques, and program evaluation techniques; knowledge of the principles and practices of modern public administration particularly with local/municipal government and its functions and services including budgetary and administrative systems; skill in using personal computers (particularly spreadsheets and database software to conduct statistical analyses) phone equipment, copy machines and fax machines; ability to manage records; ability to establish and maintain effective working relationships with other county personnel and officials; ability to write complete, clear and concise reports; ability to identify and analyze procedural problems; ability to effectively present information orally and in writing, and the ability to work effectively with government officials and the general public.

SPECIAL REQUIREMENTS: None