

GRANT MANAGEMENT AND PROCUREMENT SPECIALIST

DEFINITION

Under general supervision of the Administrative Services Manager, performs a variety of specialized and technical duties in support of the District's finance, grant, purchasing, and procurement programs; assists the Administrative Services Manager in coordinating and implementing grant, purchasing and procurement projects; and performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Administrative Services Manager. Exercises no direct supervision of staff.

CLASS CHARACTERISTICS

Coordinates all grant processes, funded purchases, formal procurement, and fixed asset review activities on a District-wide basis. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgement to perform technical and programmatic work requiring the interpretation and application of policies, procedures and regulations and involving frequent contact with staff, vendors, and the public, as well as performing various research functions. 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 class is distinguished from the Administrative Services Manager in that the latter is responsible for planning, organizing, and coordinating all programs, projects, and activities of the Administration department.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

The following functions are typical for this classification. Incumbents may not perform all of the listed functions and/or may be required to perform additional or different functions from those set forth below to address business needs and changing business practices.

- Ensures compliance with grant regulations including Federal and State rules and regulations, grant specific requirements and Board policy, and that grants are implemented according to the operational and financial needs of the District.
- Serves as a liaison with departments to educate staff on policies and the proper rules and regulations for grants management and reporting.
- Seeks grant funding opportunities and completes grant applications.
- Attends meetings, workshops, webinars, and conferences, as necessary.

- Reviews grant contract solicitations and requisitions for potential procurement issues and recommends solutions in coordination with Administrative Services Manager.
- Provides technical assistance during the grant lifecycle.
- Works closely with Administrative Services Manager on coordinating purchasing-related and procurement activities.
- Prepares and coordinates paperwork for signature, drafting and editing sub-award agreements and contracts for review.
- Coordinates receipt of awards and contract documentation; and develops and prepares scheduled, operational, and statistical reports, studies, and analysis for management and regulatory agencies.
- Monitors and interprets applicable Federal and State grant laws, regulations, and policies, and stays abreast of related trends and best practices.
- Performs accounting preparation and administrative functions relative to maintaining compliance plans for each assigned grant, grant submittals, and disbursement requests.
- Monitors and updates the financial system fixed asset database to ensure that assets related to awarded grants are being captured in a timely manner and is complete prior to the District's financial year end to facilitate audit requirements.
- Prepares periodic reports as requested on assets acquired with grant funding.
- Coordinates fixed asset audits with the CMMS Technician to assure accurate financial fixed asset inventory.
- Ensures efficient and competitive procurement processes are in place and followed.
- Conducts research into new vendors to enhance the District's resource pool, stay current on new products, monitor market conditions and pricing, and provide recommendations.
- Prepares bids and specifications on administrative purchases and coordinates bid process.
- Serves as contact for departments on day-to-day administrative issues associated with credit cards such as assistance with declines, exception requests, procedural questions for the use of the credit card, and questions relating to the District's purchasing policy.
- Coordinates with the Administrative Financial Specialist to authorize the release of new and replacement credit cards as appropriate.
- May assist with reconciliation of credit card purchases; research and resolve discrepancies and unauthorized purchases with the Administrative Financial Specialist.
- May assist in maintaining the integrity of accounting and finance programs, including implementing and ensuring compliance with generally accepted accounting procedures.
- Composes, types, formats, and proofreads a wide variety of reports, letters, documents, and correspondence; checks drafts for punctuation, spelling and grammar; suggests corrections.
- Maintains, updates, and retrieves information from District record systems.
- Assists with a variety of administrative and customer support duties such as answering phones and greeting the public.
- Attends and participates in professional group meetings related to grant, purchasing, and procurement activities that may affect assigned areas of responsibility; recommends modifications to assigned programs and District policies, procedures, and ordinances.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Performs related duties as assigned.
- Must be able to meet work schedule and attendance standards.

QUALIFICATIONS

Knowledge of:

- Principles and practices of public sector grant management, purchasing, and procurement.
- Principles and practices of contract management and administration.
- Principles and practices of general accounting work involving the transactional processing of grants, purchasing, and procurement.
- Basic mathematical principles.
- Principles and practices of record keeping.
- Applicable federal, state and local laws, regulatory codes, ordinances, policies and procedures relevant to assigned area of responsibility.
- 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:

- Provide technical support to the District's grant, purchasing, and procurement programs.
- Accurately process and document transactions.
- Perform mathematical calculations quickly and accurately.
- Use initiative and sound judgment within established procedural guidelines.
- Perform accounting and financial support work accurately and in a timely manner.
- Review grant, procurement, and purchasing documents for completeness and accuracy.
- Review and maintain accurate financial records.
- Establish and maintain a variety of filing, record-keeping and tracking systems.
- Follow and apply written and oral instructions.
- Exercise tact and diplomacy in dealing with sensitive and confidential issues.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures and standards relevant to work performed.
- Prepare clear and concise reports, correspondence, and other written materials.
- Organize own work, set priorities and meet critical time deadlines.
- Effectively use computer systems, software applications 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.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish, maintain and foster positive and effective working relationships with those contacted in the course of 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 a bachelor's degree from an accredited college with major coursework in public administration, business administration, accounting, finance, or a related field and three (3) years related grant coordination, purchasing, or procurement experience or an equivalent combination of education, training and experience that provides the required knowledge skills and abilities.

Directly related experience may be substituted for the college requirement on the basis of one and one-half years of experience for one year of education to a maximum of four years.

Experience with state, local government, or special districts is preferred.

Licenses and Certifications:

- Possession of a Certified Grants Management Professional (C.G.M.P.), Certified Government Financial Manager (C.G.F.M.), or Certified Public Procurement Office (C.P.P.O) is desirable.

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 to visit various District and meeting sites; 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 weighing up to 30 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to potentially hazardous physical substances.

OTHER REQUIREMENTS

Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100, "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law." Performance of job functions may involve extended workdays to attend Board meetings when directed by the General Manager or to meet project deadlines.