



POLICE GRANTS ANALYST

AGENCY/DEPARTMENT:
Police / Police

Reports to: Police Captain
Supervises: N/A

Approved By HR Director: *Linda Matthews*
Date Approved: 2/13/07
Date of Last Revision:

JOB SUMMARY: Under direction, performs professional journey level work in the procurement, coordination, and implementation of police grants; provides technical and professional assistance to management in planning, organizing and monitoring program and fiscal requirements; and performs other related work as necessary.

DISTINGUISHING CHARACTERISTICS: This class is characterized by its responsibility for the overall administration of the Police grant programs. It is distinguished from the Management Analyst class by its focus on grants administration.

EXAMPLES OF ESSENTIAL FUNCTIONS:

GRANT COORDINATION

1. Coordinates and monitors grants for satisfactory compliance with funding source regulations and service performance criteria.
2. Coordinates, monitors, and reconciles grant budget transactions and reimbursable expenses.
3. Interacts with funding source agency personnel and acts as a department liaison to federal, state, and local granting agencies.
4. Develops, prepares, and maintains reports, logs, and related records.

RESEARCH NEW GRANTS

5. Researches grant opportunities and new funding sources; determines potential applicability to City purposes.
6. Prepares feasibility analysis; drafts recommendations for management review.

NEW GRANT APPLICATIONS

7. Plans and implements the police grants application process.
8. Prepares grant recommendation including project narrative, executive summary, project implementation plan, budget narrative, and agreement to reporting requirements.
9. Prepares applications and ancillary program proposals and reports.
10. Prepares materials for Council review and approval; drafts Council Agenda items.

LEGISLATIVE ANALYSIS

11. Reviews grant-related legislation; reviews new or modified grant reporting requirements.
12. Analyzes changes to grant funding and determines effect of current grant programs.

OTHER

13. Provides technical assistance and information requiring federal and state grant program knowledge.
14. Develops recommendations for grant administration policies and procedures; implements and ensures compliance with approved policy and procedure.
15. May perform some or all of the duties associated with the Management Analyst class.

QUALIFICATION GUIDELINES:

ANY COMBINATION OF EDUCATION AND/OR EXPERIENCE THAT PROVIDES THE REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION. A TYPICAL COMBINATION INCLUDES:

EDUCATION: Bachelor's degree or equivalent from an accredited college or university in business administration, public administration, or a related field.

EXPERIENCE: Experience in grants program administration or analytical or administrative experience in budget, accounting, operational research and analysis, and/or other related experience.

KNOWLEDGE OF:

- Principles and practices of grant program administration.
- Recent developments, current literature, and sources of information related to grant programs, services, and administration.
- Applicable federal and state laws and regulations governing grant programs and related compliance.
- Grant writing and research methodologies.
- Municipal budgeting process.
- Public relations methods and techniques.

ABILITY TO:

- Interpret and ensure compliance with applicable policies, procedures, and regulatory requirements, including guidelines for qualification of grant funding opportunities.
- Research and compile technical data.
- Conduct research and prepare grant proposals.
- Track and monitor projects and programs.
- Recommend and implement departmental policy and procedure related to grants administration.
- Exercise sound judgment and make appropriate recommendations.
- Operate a computer using word processing and spreadsheet software.
- Provide administrative and professional leadership and direction.
- Interact and communicate effectively, both orally and in writing.
- Establish, maintain, and foster positive, harmonious and effective working relationships.

LICENSES:

- Valid Class C CA driver license.
- Acceptable driving record at the time of appointment and throughout employment.

FLSA Exemption Status: Non-Exempt
Employee Unit: 5 – Technical/Professional Services
Job Family: Police Non-Sworn
Date Class Established: July 9, 2006