



## CLASS SPECIFICATION

Class Code: 60019002  
Date Established: 09/2021  
Last Reviewed:  
Last Revised:  
Last Title Change:  
FLSA: exempt  
Probation: 12 months

### GRANTS AND COMMUNITY PROGRAM ANALYST

#### **DEFINITION**

Under general supervision, plans and coordinates various projects; ensures the proper administration of grant funding sources and conducts in depth analysis and research to provide programmatic support to the Community Reinvestment program within the Office of the County Manager; and performs related work as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

A bachelor's degree from an accredited college or university in public administration, business administration, political science or a closely related field, AND two years of full-time project management, program management, or policy development experience which included responsibility for grant administration; OR an equivalent combination of training and experience.

#### **LICENSE OR CERTIFICATE**

A valid driver's license is required at time of appointment.

#### **SUPERVISION EXERCISED**

May exercise direct or functional supervision.

**EXAMPLES OF DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Coordinate and organize services and activities within the Community Reinvestment program; research current practices and other criteria to create new systems, or to revise established systems and procedures; provide recommendations for organizational or procedural changes affecting business units, work methods, techniques, systems and equipment.

Plan for and coordinate grant reporting processes and prepare and submit required grant performance reports to granting agencies; prepare and review grant closeout materials.

Ensure compliance with conditions of grants by assisting with the coordination of agreements, contracts, expenses, activities, and federal and state regulations.

Coordinate with program managers to participate in the administration of the assigned budget by monitoring expenditures and revenues and determining allowable and unallowable activities and expenses.

Design, develop and assess data collection techniques to meet grant funding reporting requirements, assess program integrity, and ensure public accountability; develop and implement data gathering and processing systems.

Research, coordinate, and organize community and project and related activities to ensure community involvement in the strategic utilization of applicable funding sources.

Assist with the development of programs and projects that will build the capacity of community organizations to provide services to underserved populations within the community.

Participate in strategic planning initiatives; identify and address program gaps to ensure the ongoing success of the program.

Develop, maintain and oversee project schedules; review project plans and scope of work, meet grant reporting requirements, establish deadlines and ongoing project tracking, identify any issues which may impact project completion and develop appropriate recommendations.

Prepare and present written and oral reports containing detailed findings and recommendations to address identified issues within the program or project and implement effective solutions.

Create written, oral, and other forms of material to capture diverse feedback from constituents, community-based organizations, and various stakeholders.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

#### **Knowledge of:**

Organizational structure of Washoe County as it relates to programs, activities, and functions of assigned area.

Departmental policies, practices, and procedures.

Federal, state, and local laws, statutes, codes, regulations, and standards pertaining to assigned area.

Challenges faced by underserved populations within the community.

Local community agencies, organizations and resources.

#### **Ability to:**

Prepare, present and provide recommendations specific to community support programs.

Respond to requests and inquiries from internal and external stakeholders related to the assigned program area.

Operate department specific computer software programs.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance, and other evaluation procedures.)*

#### **Knowledge of:**

Principles and practices of project development, evaluation, and implementation.

Research techniques, data collection, analysis, and report preparation.

Methods and practices for developing and presenting information to support community-based programs.

Principles of economics, financial analysis and cost benefit analysis.

Methods and techniques used in policy, procedure, and process development and improvement.

#### **Ability to:**

Analyze information/situations, project consequences of proposed actions, formulate alternative solutions and make appropriate responses or recommendations.

Read, interpret, apply, and explain pertinent laws, codes, regulations, best practices and standards.

Write narrative reports, presentations, and grant applications.

Plan, track and adhere to project requirements, schedules and timelines.

Communicate clearly and concisely both orally and in writing, tailoring the message to the intended audience.

Effectively represent Washoe County in communications with the community, community organizations, and other external stakeholders.

Establish, maintain, and foster effective and positive working relationships with all those contacted in the course of work.

**SPECIAL REQUIREMENTS** *(Essential duties require the following physical skills and work environment.)*

Ability to work in a standard office environment. Ability to use office equipment including computers, telephones, calculators, copiers, and fax machines. Ability to lift and carry up to 25 lbs.

*This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards.*