

Mt. View Sanitary District

JOB TITLE: Grants and Contracts Administrator

**FLSA: EXEMPT
JUNE 2025**

GRANTS AND CONTRACTS ADMINISTRATOR

DEFINITION

Under general supervision, researches, develops, and writes proposals or submits applications to secure funding from governmental agencies, foundations, corporations, or other sources to support District projects, monitors funding and projects for regulatory and statutory compliance and proper fulfillment of obligations, maintains funding agreements and contract documents, writes reports, maintains and submits reimbursements, provides guidance and direction on proper budget/expenditure procedures for projects, and participates District fiscal year budget development with management team.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the General Manager and the Deputy General Manager. Provides no direct supervision over staff.

CLASS CHARACTERISTICS

This single-position professional class maintains strong collaboration with the District management team, staff, and representatives of funding sources to identify funding needs, research opportunities, develop District-wide funding proposals, and oversee all aspects of the implementation of funding. This class is distinguished from the Accounting and Financial Analyst in the latter performs all aspects of accounting, financial analysis and reporting.

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 accommodation so that qualified employees can perform the essential functions of the job.

- Collaborate with District departments to identify and prioritize needs and align projects with funding opportunities, with a significant focus on collaboration with the District Engineer to align Capital Improvement Projects with available funding opportunities
- Monitor local, state, and federal agencies, foundation, corporations, or any other sources for funding opportunities, with a focus on grants
- Monitor and interpret applicable grant policies, regulations, and laws and stay abreast of related trends and best practices
- Serve as primary author of funding applications; complete applications with sufficient detail and information in accordance with funding requirements

- Review funding agreements and coordinate legal review, Board actions as needed, and execution of agreements
- Build appropriate and complete recordkeeping controls and maintain all funding source documentation as required
- Provide guidance and direction on proper budget/expenditure procedures for projects and verify eligibility of all transactions
- Coordinate with finance staff to prepare, maintain, and track complex or extensive billing and financial information for funding reporting requirements
- Review project financials and terms and conditions of the funding source in preparation for final closeout
- Collaborate with the management team in the fiscal year budget development to ensure all funding source requirements are met
- Participate in the completion of the annual financial audits as they relate to funding sources
- Review terms of funding agreements to ensure requirements and timeframes are communicated to the appropriate stakeholder
- Establish complete recordkeeping controls to maintain documentation to ensure timely submittal of required deliverables
- Serve as liaison between funding source, project manager, outside consultants, or other stakeholders on all financial, eligibility, or compliance concerns
- Prepare progress and final reports as required by funding sources
- Develop public-facing reports and presentations to employees, outside agencies, committees, commissions, boards, community groups, or the public
- Coordinate with department managers to ensure that fixed assets related to awarded funds or grants are captured in a timely manner to facilitate yearend financial audits and to maintain accurate asset inventory
- Participate in government relations with county, state, and federal agencies
- Develop contacts for funding opportunities by staying current with other wastewater agencies and associations, county, state, and federal legislation and events and represent and promote the District in a positive manner
- Prepare staff reports and makes presentations to the Board of Directors on funding-related issues and budget augmentations associated with funding
- Standardize procedures and methods, develop Standard Operating Procedures (SOPs), and continuously monitor assigned programs and communicate opportunities for improvement
- Perform other duties as assigned
- Ensure efficient and competitive procurement processes are in place and followed
- Oversee District contract database and ensures accurate and complete contracts are executed, followed up, and closed out

QUALIFICATIONS

Knowledge of:

- Applicable local, state, and federal laws, regulatory codes, ordinances, policies and procedures relevant to assigned area
- Generally accepted grant administration standards
- Methods and techniques for effective public sector grant proposal writing
- Basic math principles and general accounting work involving the transactional processing of grants
- Records management principles and practices

- Contract management and administration
- Modern computer equipment, programs, and applications used in research and preparation of funding or grants
- Modern office equipment applications related to work and communication tools used for task or project coordination
- Correct and effective English usage, spelling, vocabulary, grammar, and punctuation
- Principles and practices of sound business communication
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, District staff, funding agencies, or other wastewater agencies or associations

Ability to:

- Be proactive and detail-oriented
- Research, identify, and explore grant or other funding opportunities and write effective grant applications
- Interpret, apply, explain, and ensure compliance with applicable District and federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility
- Analyze and verify statements, schedules, data, policies, or situations accurately and adopt an effective course of action
- Develop and implement objective performance measures and standards
- Review, track, and coordinate fulfillment of grant agreement requirements and prepare clear, concise, and complete reports, correspondence, and other written materials
- Think logically and analytically and demonstrate innovation, creative thinking, problem solving, and organizational skills
- Organize own work, set priorities, meet critical time deadlines, and work under time constraints with minimal direction
- Collaborate cross-functional teams to implement projects and programs associated with funding sources
- Use tact, discretion, initiative, and independent judgement within general policy, procedural, and legal guidelines and maintain strong interpersonal skills and teamwork
- 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
- Work in a team environment as a contributing team member; establish, maintain, and foster positive and effective working relationships with those contacted in the course of work; actively support and implement the District's cultural values

Education and Experience:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the required qualifications would be:

- Bachelor's degree in accounting, business administration, finance, public administration, or closely related field from an accredited college/university, and
- Three (3) years of funding or grant procurement or administration.
- Public agency experience is desired.

Licenses and Certifications:

- Must possess and maintain a valid Class C California driver's license. Must continue to meet all of the provisions of the District to be insured with the terms and conditions of the District's insurance program as a condition of employment.
- Possession of a Certified Grants Management Professional (CGMP), Certified Public Procurement Office (CPPO), Project Management Professional (PMP), or Certified Associate in Project Management (CAPM) are desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; 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 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 boxes with papers, files, folders or chairs and move other office furniture or equipment 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 and contractors in interpreting and enforcing District policies and procedures. Some employees may be eligible for telework, but it is not guaranteed and is not available to all employees.

OTHER REQUIREMENTS:

Employees of Mt. View Sanitary District are, by State and Federal law, Disaster Service Workers. In the event of a declaration of emergency, any employee may be assigned activities which promote the protection of public health and safety or the preservation of lives and property either at the District or within the local area, or their own community.