

Montgomery County Government Position Description

Job Title: Grants Analyst/Writer
Department: Accounts & Budgets
Class Code: 100
Reports To: Accounts & Budgets Director
FLSA Status: Exempt
Prepared By: Human Resources
Prepared Date: March 25, 2023

*Montgomery County Government adopted the State of Tennessee's Hybrid Retirement Plan to be effective January 1, 2017. Any new full-time employee hired on or after January 1, 2017 will be required to enroll. As a member of the Hybrid Plan, you are required to contribute at least 5% of your salary to the defined benefit portion of the Hybrid Plan. Contributions are made on a tax deferred basis.

PURPOSE OF CLASSIFICATION

The purpose of this position is to research and plan grants, which includes determining appropriate research methods, determining which grants to pursue, presenting grants to applicable departments, pursue grant opportunities, determine grant eligibility, develop grant timelines, and performs other related activities.

EXPECTATIONS OF EMPLOYEE

- Adheres to County Government Policy and Procedures
- Acts as a role model within and outside the work environment
- Performs duties as workload necessitates
- Maintains a positive and respectful attitude
- Communicates regularly with supervisor about department issues
- Demonstrates flexible and efficient time management and ability to prioritize workload
- Demonstrates awareness and understanding of the various internal and external cultures that utilize department services
- Consistently reports to work on time prepared to perform duties of position
- Meets County Government productivity and quality standards
- Maintains appropriate customer relations

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Researches and plans grants, which includes determining appropriate research methods; determining which grants to pursue; presenting grants to applicable departments and/or individuals; pursuing grant opportunities; determining grant eligibility; developing grant timelines; and performing other related activities.

- Writes and submits grants for consideration to applicable agencies; prepares grant narratives.
- Coordinates, facilitates, and leads grant meetings; promotes various grant programs to internal departments; establishes overall City grant funding priorities, as well as short- and long-term grant funding plans.
- Prepares and generates various reports.
- Assists in developing, monitoring, and updating grant budgets; tracks and reports grant allocations and changes; prepares grant information and documentation for audits.
- Prepares required grant reports, ensuring compliance with established deadlines. Review and post general journal entries.
- Serves as Title VI Coordinator - coordinates and facilitates Title VI training for county employees to ensure grant compliance.
- Performs other duties of a similar nature or level.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree in Accounting, Finance, Business Management, Public Management, or closely related field; supplemented by three (3) years previous experience and/or training that includes progressive management experience involving grant writing and administration or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

RECRUITMENT

As part of the recruitment process, applicants must submit a grant proposal sample. The proposal may be from a previous assignment or fictional. Applications with no attached writing sample will **not** be considered.

SPECIAL KNOWLEDGE and SKILLS

This position requires effective oral and written communication skills (specifically in technical report writing), excellent interpersonal skills, and intermediate computer literacy.

LANGUAGE SKILLS

Incumbent must possess the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Incumbent must possess the ability to write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

MATHEMATICAL SKILLS

Incumbent must possess the ability to work with mathematical concepts such as probability and statistical inference, and the ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

REASONING ABILITY

Incumbent must possess the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Incumbent must possess the ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Certified Public Accountant (CPA), Certified Public Finance Officer (CPFO) or Certified Governmental Financial Manager (CGFM).

PHYSICAL DEMANDS

While performing the duties of this job, the incumbent is regularly required to sit and talk or hear. The incumbent frequently is required to use hands to finger, handle, or feel; reach with hands and arms. The incumbent is occasionally required to stand, walk, stoop, kneel, crouch, crawl and climb or balance. The incumbent must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the incumbent is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

The intent of this position description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and is not a declaration of the specific duties and responsibilities of any particular position. Employees may be assigned job-related tasks other than those specifically presented in this description.

Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee

Date

Department Head/Elected Official

Date

Human Resources

Date

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Montgomery County is an Equal Opportunity Employer and complies with the requirements of the Civil Rights Act of 1966 (Section 1981) and 1964 (Title VI, VII,) Americans with Disabilities Act (ADA), Rehabilitation Act of 1973, Age Discrimination in Employment Act (ADEA), Equal Pay Act (EPA) and the Uniformed Services Employment and Re-employment Rights Act (USERRA).