

SNOHOMISH COUNTY JOB DESCRIPTION

GRANTS ANALYST

Spec No. 2172

BASIC FUNCTION

To develop, coordinate, and administer federally and/or locally funded capital projects, social services, and housing development projects.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Analyzes federal, state and local award of funds to the county to determine cost ceilings, statutory set asides and eligible activities; prepares necessary applications and contract documents; conducts technical assistance conferences; staffs various technical and policy/advisory boards.
2. Conceives, plans and conducts research into the best methods for implementing major federal, state or local programs; drafts policy, procedure and program standards for recommendation to the Grants Administration Manager/Supervisor.
3. Coordinates implementation and provides technical assistance, counseling, education and guidance with all appropriate federal, state, and local agencies; provides additional support as needed on complex housing development projects with multiple funding sources.
4. Acts as a resource to the County Executive and Council, Housing and Community Development Board, subagencies, other agencies, municipalities, taxing districts and citizens; explains housing programs as requested; develops and/or prepares written reports and makes oral presentations as requested; participates in public hearings and meetings as required; provides counseling and educational resources as requested.
5. Oversees all grant activities associated with subagencies, including assistance with alternative or supplemental funding sources, approving project budgets and goals, negotiating subagency contracts, acting as a liaison between funding sources and the subagency and resolving any conflicts as necessary; reviews and recommends approval or disapproval to requests for additional funds or changes to the project.
6. Conducts on-site compliance and progress reviews and evaluates the progress of the project; participates in and/or conducts reconstruction and pre-bid conferences to provide information to contractors and subcontractors; provides ongoing technical assistance and compliance reviews as required; provides recommendations to contractors for complying with establish laws, regulations and guidelines.
7. Produces or assists in the production of annual consolidated plan including a comprehensive assessment of low/moderate income housing and community development needs, existing resources, priorities and strategies to address needs; conducts ongoing counseling, oversight and networking with appropriate agencies to achieve "continuum of care" implementation and other goals and objectives of plan.

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KNOWLEDGE AND ABILITIES (continued)

8. Monitors sub-grantees for required insurance documentation and payments; establishes and maintains inventory of grant funded assists; interprets, publishes and maintains required federal prevailing wage tables; prepares required reports and maintain necessary files and records.
9. Oversees and monitors all housing and finance development activities to include complete involvement with the institutions, legal formats, standards and practices of the private financing market and development industry, and the major state financing entity programs (i.e., federal low income housing tax credit) and the full range of HUD, RECD and other federal agencies' programs.
10. Oversees the full range of activities related to capital "public facility" finance and development programs for both municipal and public agency owned facilities and private non profit agency owned facilities.
11. Conducts environmental assessments of projects and programs to ensure full compliance with federal statutes and regulations.
12. Oversees all activities related to real property acquisition and tenant and business reallocations to ensure strict compliance with the federal uniform act.
13. Attend professional seminars, training and meetings as required.
14. Perform related duties as required

MINIMUM QUALIFICATIONS

A Bachelor's degree in public administration or related field; AND, two (2) years of grants administration experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

KNOWLEDGE AND ABILITIES

Knowledge of:

- funding sources and grant application and documentation procedures
- state and federal laws related to grant contract administration

Ability to:

- communicate effectively orally and in writing
- identify construction stages
- develop and maintain effective work relationships with public and private officials, superiors, subordinates, co-workers and the general public

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KNOWLEDGE AND ABILITIES (continued)

Ability to:

- interpret and enforce procedures, rules and regulations of grant contracts
- work independently

SUPERVISION

The employee receives direction from an administrative superior as assigned. Work is performed with considerable independence and is reviewed through status reports and meetings.

WORKING CONDITIONS

The work is performed in the usual office environment with frequent trips to work sites throughout the county.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: January 1997
EEO Category: 2 - Professionals
Pay Grade: 239 - Classified
Workers Comp: 5306 Non-Hazardous