

Job Description

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

Job title	Grants Program Manager
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GENERAL PURPOSE

Under administrative direction, plans, organizes, and directs the activities and staff performing pre- and post-award grant activities related to grant proposal development and submission; provides management oversight in ensuring compliance with the requirements of awarded grants and loans and ensures that all assigned operations and functions serve the needs of the District while complying with applicable laws and regulations; provides the necessary project management support and direction required to ensure large construction projects are administered according to approved policies, standards, and procedures and funding agreements; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a management classification responsible for planning, organizing, reviewing, and evaluating the grant-administration programs and processes for research and capital improvement. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include developing and implementing policies and procedures for assigned programs, funding-agency audits, and program evaluation. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Director of Engineering Support Services. Exercises direct supervision over technical and administrative support staff.

TYPICAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

- Plans, organizes, supervises, trains, and evaluates the performance of assigned staff; prepares performance evaluations, establishes performance requirements and professional development targets; regularly monitors performance and provides

coaching and mentoring to staff in accordance with the District's rules, policies, procedures, and labor contracts.

- Provides day-to-day leadership and works with staff to ensure a high-performance, customer service-oriented work environment that supports achieving the department's and the District's mission, strategic plan, objectives, and values.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned services and programs; identifies resource needs; recommends and implements policies and procedures, ensuring alignment with the District's strategic priorities.
- Manages and participates in the development and administration of the department's annual budget; directs the forecast of additional funds needed for staffing, consultants, contractors, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary to meet changing conditions.
- Coordinates, monitors, interprets, and provides technical knowledge and information about State, Federal, and other agencies for potential grant opportunities; effectively identifies and explores grant opportunities; and represents the District in meetings with the aforementioned agencies.
- Plans and conducts meetings with staff to discuss upcoming grant opportunities and timeframes for applications to be filed, and provides suggestions for improving the effectiveness and efficiency of the grant administration process.
- Prepares requests for proposals/statement of qualifications for labor compliance consultants; reviews proposals and recommends contract awards with consultants; negotiates scope of work, proposals, and change orders; prepares and administers contracts with consultants; ensures that consultants submit progress reporting and related audit documentation.
- Contributes to the development and administration of the department's annual budget; directs the forecast of additional funds needed for staffing, consultants, contractors, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary to meet changing conditions.
- Conducts special studies and recommends organizational, procedural, or other changes to achieve greater productivity and/or to comply with new District requirements; researches and implements new applications, systems, system enhancements, developments, enhancement conversions, and process improvements.
- Manage District's pre- and post-award grant administration program including but not limited to: prepares of grant applications, conducts site evaluations with funding agency representatives, reviews project contract documents for funding agreement

compliance, prepares required compliance reports for submission to the funding agency; manages activities for the District's funding-agency audits and provides support for the annual single audit.

- Performs related duties, as assigned.

Continuous Improvement Related Duties:

- Applies Continuous Improvement principles in the deployment of department business plans, processes, and performance measures, ensuring that they align with the District's strategies and operational plans.
- Participates in departmental performance assessments and the system of continuous improvements and effectively integrates and evaluates the linkages between the District's key value creation and support processes and related key performance indices.
- Ensures effectiveness of the business processes undertaken by the department and division.
- Defines customer service segments being served and establishes processes to obtain feedback to improve performance.
- Develops, maintains, and utilizes departmental performance indicators in making decisions.
- Establishes performance criteria for assigned staff.
- Ensures a thorough understanding of the Strategic Planning Cycle with each individual's responsibility associated with the cycle.
- The incumbent, while exercising his/her authority, shall abide by and promote the District's Mission, Vision, and Guiding Principles and adhere to the District's policies.

REQUIRED QUALIFICATIONS

Knowledge of:

- Principles and practices of leadership and employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Advanced principles, practices, and techniques of grant development and administration including contract monitoring and financial/program reporting.

- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Advanced knowledge of generally accepted grant administration standards.
- Practices, methods, and techniques for effective grant proposal writing.
- Basic knowledge of District operations and current water and wastewater issues, relationships with adjacent and supporting agencies and local governmental bodies.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service to effectively interact with the public, vendors, contractors, and District staff.
- Federal, state, and local laws, codes and regulations, and requirements related to management and compliance expectations in assigned areas of responsibility.
- Generally accepted accounting principles (GAAP) and Governmental Accounting Standards Board (GASB) accounting standards and requirements applicable to public agencies.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Continuous Improvement Based Knowledge:

- The core values, concepts, and framework of continuous improvement criteria, including the principles of management by fact, and organizational and personal learning.
- The means of developing alignment between strategic goals and individual performance standards.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for the grants program and work unit.
- Prepare, administer, and monitor a division/department budget.
- Analyze administrative problems and make appropriate recommendations.

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- Prepare evaluations, reports, and proposals with well-supported findings, conclusions, and recommendations in a logical, understandable manner.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the District in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications, and modern business equipment relevant to work performed to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Prepare accurate, clear, and concise reports.

Continuous Improvement Based Abilities:

- Develop a systems perspective for managing department operations and its key processes to achieve results.
- Define and explain key processes and process requirements within the department; develop and deploy strategic plan elements and key performance measures consistent with District goals; develop and maintain continuous improvement in all areas of operations.
- Ensure department goals and objectives are aligned with other departments, branches, and the District as a whole; track and monitor department performance.
- Make sound decisions based on departmental performance indicators.

Experience:

Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:

- Five (5) years of progressively responsible experience in preparing and administering grants, engineering project management, project accounting or related field, of which two (2) years is at a supervisory or management capacity is desirable.

Education:

- Equivalent to a bachelor's degree from an accredited college or university with a major in engineering, public administration, business administration, finance, accounting, or a related field.
- Specific training in grant writing or closely related skills is desirable.

Licenses/Certifications:

- A valid California driver's license and the ability to maintain insurability under the District's Vehicle Insurance Policy.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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 and over the telephone. This is primarily a sedentary office classification although standing in work areas, 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, carry, push, and pull materials and objects up to 25 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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 in interpreting and enforcing departmental policies and procedures.

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This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

Approved by:	<i>Board of Directors</i>
Date adopted:	
Date modified:	
FLSA determination:	<i>Exempt</i>

Job Description Acknowledgment

I have received, reviewed, and fully understand the job description for Grants Program Manager. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name (print): _____ *Date:* _____

Employee Number: _____

Employee Signature: _____