

# SNOHOMISH COUNTY JOB DESCRIPTION

## GRANTS ANALYST - TRAINEE

Spec No. 2226

### BASIC FUNCTION

To learn all aspects of developing, coordinating, and administering federally and/or locally funded capital projects, social services, and housing development projects.

### STATEMENT OF ESSENTIAL JOB DUTIES

1. Participates in, satisfactorily progresses through, and successfully completes the Grants Analyst on-the-job-training program; receives training and instruction covering funding sources, grant application and grant contract policies and procedures.
2. Learns to analyze federal, state and local award of funds to the county to determine cost ceilings, statutory set asides and eligible activities; prepare necessary application and contract documents; conduct technical assistance conferences; staff various technical and policy/advisory boards.
3. Learns to conceive, plan and conduct research into the best methods for implementing major federal, state or local programs; draft policy, procedure and program standards for recommendation to the Grants Administration Manager/Supervisor.
4. Assists in coordinating implementation and providing 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.
5. Learns to act as a resource to the County Executive and Council, Housing and Community Development Board, subagencies, other agencies, municipalities, taxing districts and citizens; explain housing programs as requested; develop and/or prepare written reports and make oral presentations as requested; participate in public hearings and meetings as required; provide counseling and educational resources as requested.
6. Learns to oversee 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, and review and recommend approval or disapproval to requests for additional funds or changes to the project.
7. Learns to conduct on site compliance and progress reviews and evaluate the progress of the project; participate in and/or conduct reconstruction and pre bid conferences to provide information to contractors and subcontractors; provide ongoing technical assistance and compliance reviews as required; provide recommendations to contractors for complying with establish laws, regulations and guidelines.
8. Learns to produce or assist in the production of annual consolidated plan, which includes a comprehensive assessment of low/moderate income housing and community development needs, existing resources, priorities and strategies to address needs; conduct 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)

9. Learns to monitor sub grantees for required insurance documentation and payments; establish and maintain inventory of grant funded assists; interpret, publish and maintain required federal prevailing wage tables; prepare required reports and maintain necessary files and records.
10. Learns to oversee and monitor 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.
11. Learns to oversee 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.
12. Learns to conduct environmental assessments of projects and programs to ensure full compliance with federal statutes and regulations.
13. Learns to oversee all activities related to real property acquisition and tenant and business reallocations to ensure strict compliance with the federal uniform act.
14. Attends professional seminars, training and meetings as required.

### STATEMENT OF OTHER JOB DUTIES

15. Performs related duties as required.

### MINIMUM QUALIFICATIONS

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

### DURATION OF APPOINTMENT

The duration of the trainee appointment is one year, unless a shorter or longer duration period is determined appropriate to satisfy the deficiency in minimum qualifications.

### COMPLETION OF TRAINING

Upon completion of the training period and/or demonstration of ability to meet the expected outcomes of the job classification, the Trainee's performance will be evaluated. The Division Manager will be responsible for evaluating the performance of the Trainee. If the Manager determines that the Trainee is able to satisfactorily meet the expected outcomes of the job classification, the Trainee will be offered the classified position and the Trainee designation will be removed from the job classification title.

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

### SUPERVISION

Employees are closely supervised by a superior during initial stages of training. The employee carries out recurring duties on his/her own initiative and receives additional, specific instructions when new or unusual situations occur. Work may be spot checked to ensure timely completion and accuracy.

### 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: May 2001  
EEO Category: 2 – Professionals  
Pay Grade: 238 – Classified Pay Plan  
Workers Comp 5306 Non-Hazardous