

CLASS TITLE: GRANTS ANALYST
DEPARTMENT: PUBLIC HEALTH
REPORTS TO: ACCOUNTING SPECIALIST SUPERVISOR

Prepared by Slavin Management Consultants for Mendocino County Government, 1999.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Generally accepted accounting principles as applied to governmental accounting.

Financial, fund and project accounting.

Financial report and statement preparation.

Grants administration.

All computer applications and hardware related to the performance of the essential functions of the job.

Record keeping, report preparation, filing methods and records management techniques.

Methods and techniques of research, statistical analysis and report presentation.

Skill in:

Using tact, discretion, initiative and independent judgment within established guidelines.

Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Communicating clearly and effectively, orally and in writing.

Using spreadsheet and word processing software.

Preparing clear and concise reports, correspondence and other written materials.

Mental and Physical Abilities:

Ability to prepare financial summaries and reports.

Ability to devise forms and spreadsheets with complex formulas.

Ability to read, analyze and interpret data processing records.

Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

Ability to establish and maintain effective working relationships with others.

While performing the essential functions of this job the employee is regularly required to sit, use hands to finger, handle, or feel, and speak and hear.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically moderately quiet.

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This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.