



# OWENS VALLEY CAREER DEVELOPMENT CENTER

Family Literacy, Language Program, Child Care  
Tribal TANF, Career Education

2574 Diaz Ln. ▪ P.O. Box 847 ▪ Bishop, CA 93514 ▪ (760)873-5107

**POSITION TITLE:** Administrative Analyst  
**CLASSIFICATION:** Exempt  
**DEPARTMENT:** Administration  
**SUPERVISOR:** Executive Director  
**SALARY:** \$60,500 to \$85,129

## **Position Summary:**

Under the direction of the Executive Director, provides analytical support to executive management, program managers and other staff with proposal writing; research and program development; administrative studies and analyses; resource development; communication with government agencies, community-based organizations, elected and appointed officials, and others in seeking program funding, promoting OVDC programs and initiatives, and otherwise marketing and performing outreach efforts on behalf of OVDC. Prepares applications and serves as liaison between funding sources and OVDC. Ensures that proposals submitted to external sponsors adhere to federal, state and agency guidelines. Coordinates award acceptance and monitors further obligations and compliance. Maintains confidentiality of all privileged information.

*This list of duties and responsibilities is illustrative only of the duties performed by this position and is not all-inclusive. Each classification may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.*

## **Essential Duties & Responsibilities:**

- Researches topics, including gathering and sorting source and background materials; consults with various personnel to clarify details of source materials; provides data as required.
- Compiles all information, prepares and submits grant proposals, follows proposals through grant award.
- Oversees the preparation of grant proposals, to include guidance and assistance in budget preparation and interpretation of funding agency regulations and requirements; reviews proposals for compliance with policies, regulations, procedures, and facilitates documentation requirements.

- Analyzes and reviews grant budgets for compliance with policies, funding agency requirements, and appropriate financial policies and procedures; advises and assists in grant budgeting, and/or cost sharing requirements, and the use of associated data management and reporting systems and processes. Consults with Finance Department as necessary.
- Reviews feedback from funders related to unsuccessful grant proposals and shares information with applicable program managers and executive management in order to support stronger proposal development for future applications.
- Develops and maintains specialized databases and systems for recording and tracking grant proposals, awards, and related statistical information; creates and distributes standard and special reports, studies, summaries, and analyses, as required.
- Provides advice to management on the application of grant funding policies, regulations, and procedures; serves as liaison between OVCD and funding agencies on various issues pertaining to proposals, awards, and/or budgets.
- Maintains currency of knowledge of grant funding policies, regulations, and procedures; disseminates and/or presents changes to departments and advises on the implementation of changes, and on the impact of changes on funded operations.
- Compiles and prepares reports for funding sources, government agencies, the Board of Trustees, or the general public.
- As assigned, conducts administrative and program studies and analyses.
- May assist with the publication and dissemination of information on the grant in keeping with guidelines from the granting agency.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required.

### **Minimum Qualifications:**

Bachelor's Degree in English, Business Administration, Public Administration or related field and three years of analytical experience, including grant writing and administration; or any equivalent combination of education and experience that could likely provide the required knowledge, skills and abilities to perform the duties of the position.

Shall possess and maintain a valid California Class C drivers' license, and qualify for employer insurability, throughout the course of employment. Must successfully pass a pre-employment drug/alcohol screen, and background investigation.

### **Knowledge, Skills, and Abilities:**

- Knowledge of grant writing principles, procedures, and standards.
- Knowledge of current technological developments/trends in area of expertise.
- Knowledge of federal, state, private and/or community funding sources and mechanisms.
- Knowledge of grant funding policies and procedures and applicable local, state, federal and tribal regulations.
- Skill in operating business computers and office machines in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint).
- Skill in organizing resources and establishing priorities.
- Skill in collecting, analyzing, verifying, and manipulating research data.
- Skill in developing design and layout of materials to be published.
- Proposal and grant writing skills.

- Database management skills.
- Ability to communicate effectively, both orally and in writing.
- Ability to interact with staff in a team environment.
- Ability to write, edit, and/or revise a range of technical communications from specifically compiled raw data.
- Ability to analyze and interpret financial data and prepare financial reports, budgets, statements and/or projections.
- Ability to provide technical advice and information to management and staff in area of expertise.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to maintain confidentiality.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.

**Physical Demands:**

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

**Work Environment:**

Work is generally performed in an office setting with a moderate noise level. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required. Travel will be required.

**Native American Indian Preference:**

Native American Indian preference shall apply to all positions at OVDCD pursuant to the Indian Self-Determination and Education Assistance Act (24 USC 450, et. seq.), 25 CFR 271.44, applicable Tribal Employment Rights Ordinances, and other relevant laws.

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