

## **Analyst - Grants Management**

Provides guidance and technical assistance to grants managers and support staff on grant implementation, administration, and reporting to ensure smooth operation of assigned competitive or entitlement grant programs and contractual agreements. Responsible for researching and monitoring the expenditures of local, state, federal, and private grant programs and facilitating the expenditure of funds in compliance with grantor and local requirements.

### **Essential Functions**

- Provides advice and technical assistance in the implementation of grant programs and reporting.  
Functions as a resource team member in regard to compliance regulations and legislative issues impacting the use of grant funds and delivery of assigned programs.
- Responds (on-site or remotely as needed) to BAS issues during and after work hours, as assigned by the BAS Manager
- Participates in monitoring grant programs and report components, communicating with school system staff, collaborative partners, and granting agencies.
- Uses computer packages, databases, and on-line services to track and manage grant information and generate reports.
- Confers with instructional staff in resolving grant questions raised during the implementation of grant programs.
- Conducts ongoing grant reviews to identify areas of concern in the program implementation process, and targets corrective actions to ensure that expenditure of funds reflects program requirements.
- Provides technical advice and assistance in grant program and financial matters.
- Forms and assists project management teams responsible for effecting grant programs, and coordinates with key budget and financial staff as appropriate.
- Keeps abreast of current school system developments that may impact the management of grant programs, contractual agreements, and compilation of reports.
- Facilitates training for grant managers.
- Performs and promotes all activities in compliance with equal employment and nondiscrimination policies; follows federal laws, state laws, school board policies and the professional standards.

**Maximum Salary**\$129933.00

**Minimum Salary**\$85709.00

### **Desired Qualifications**

- Bachelor's degree in education, business administration, or a related field from an accredited college or university (Master's preferred).
- Three (3) years successful related professional experience in monitoring sponsored or non-sponsored projects and tracking expenditures, preferably in an education environment.
- Experience working with county, state, federal, and/or private agencies desirable.
- Experience working with contractual agreements also desirable.
- Equivalent combination of experience and training which provides the required knowledge, skills and abilities necessary to perform effectively in this position may be considered.
- Considerable knowledge of grants management and reporting processes.
- Knowledge of budget/accounting methods and procedures.
- Knowledge of granting agency requirements and grant criteria and familiarity with reporting instruments and administrative procedures for monitoring grant awards and of related computer packages and online resources.
- Excellent oral and written communications and interpersonal skills.
- Proficient skill in the use of personal computers, Microsoft Word, Excel, and PowerPoint.
- Ability to prioritize, plan, and execute multiple, complicated and continuing assignments in a timely manner.
- Ability to work effectively under tight deadlines and heavy workloads.
- Ability to analyze, interpret, and report findings and recommendations regarding grants management processes.
- Familiarity with running network cabling and termination.
- Awareness of basic construction site safety and OSHA practices.

### **Full time**

### **Additional Details**

Qualified candidates for the above position must submit the following:

- Completed online application
- Resume that clearly demonstrates the above minimum qualifications. It is important that you include all experiences and education related to the position to which you are applying.
- Upload copies of all transcripts -undergraduate, graduate and all MSDE Certifications

- Must provide three (3) professional references to include: name, title, business address, e-mail address and phone number
- All documentation/certification necessary (scanned copies accepted) to substantiate minimum qualifications; must be uploaded into application
- All documentation must be scanned and uploaded to application

Benefits -- This position is eligible for benefits. To review the available options please see the information relevant to the union for this position by viewing the following link:  
<http://www.baltimorecityschools.org>

Baltimore City Public Schools ("City Schools") does not discriminate in its employment, programs, and activities based on race, ethnicity, color, ancestry, national origin, nationality, religion, sex, sexual orientation, gender, gender identity, gender expression, marital status, pregnancy or parenting status, family structure, ability (cognitive, social/emotional, and physical), veteran status, genetic information, age, immigration or citizenship status, socioeconomic status, language, or any other legally or constitutionally protected attributes or affiliations. Discrimination undermines our community's long-standing efforts to create, foster, and promote equity and inclusion for all. Some examples of discrimination include acts of hate, violence, harassment, bullying, or retaliation. For more information, see Baltimore City Board of School Commissioners Policies [JBA \(Nondiscrimination - Students\)](#), [JBB \(Sex-Based Discrimination - Students\)](#), [JICK \(Bullying, Harassment, or Intimidation of Students\)](#), [ACA \(Nondiscrimination - Employees and Third Parties\)](#), [ACB \(Sexual Harassment - Employees and Third Parties\)](#), [ACD \(ADA Reasonable Accommodations\)](#), and [ADA \(Equity\)](#), and the accompanying City Schools Administrative Regulations. City Schools also provides equal access to the Boy and Girl Scouts and other designated youth groups. [Link to Full Nondiscrimination Notice.](#)

**This position is affiliated with the Paraprofessional and School-Related Personnel (PSRP) bargaining union.**

**This position is affiliated with the City Retirement Plan.**

**In accordance with Maryland law, City School is required to share the position salary ranges in its entirety. Please note, this is not the hiring range. The hiring range for this position is (\$85,709 - 102,003).**