

Grant Management and Procurement Specialist





THE POSITION

Located in beautiful Northern California, between the cities of San Rafael and Novato, the Las Gallinas Valley Sanitary District has a career opportunity for a new classification within the District of Grant Management and Procurement Specialist. The Grant Management and Procurement Specialist is a represented classification working out of the District's administrative office. The District has 30 employees providing services to over 30,000 customers.

Under general supervision of the Administrative Services Manager, this position performs a variety of specialized and technical duties in support of the District's finance, grant, purchasing, procurement, and fixed asset programs; assists the Administrative Services Manager in coordinating and implementing grant, purchasing and procurement projects; and performs related work as assigned.

The District offers an exceptional benefit package including CalPERS membership. We are a team dedicated to keeping our world a cleaner and safer place to live. In support of our dedication to protecting public health, continuing our progressive approach to innovative technologies and environmental education, we seek a Grants Management and Procurement Specialist who can contribute to this efficiently run but challenging work environment.

Positions in the classification rely on experience and judgement to perform technical and programmatic work requiring the interpretation and application of policies, procedures and regulations involving frequent contact with staff, vendors, and the public, as well as performing various research functions.

The incumbent will perform professional work including*:

- Ensure compliance with Federal and State grant regulations, grant specific requirements and Board policy; serve as a liaison with departments, outside consultants, and other regional partners.
- Seek out grant funding opportunities and complete grant applications. Significant focus on construction project grants.
- Perform accounting preparation and administrative functions relative to maintaining compliance plans for each assigned grant, grant submittal, and disbursement requirements.
- Assist with managing the fixed asset financial records and periodic fixed asset audits.
- Serve as contact for departments on day-to-day administrative issues associated with credit cards as it relates to the District's purchasing policy.
- Assist in maintaining the integrity of accounting and finance systems; and perform other tasks as assigned.

**This list is illustrative and not comprehensive; please review the duties in the job description which may be found at: <https://www.lgvsd.org/files/ee89eb7cf/Grant+Management+and+Procurement+Specialist+11+23.pdf>*

THE IDEAL CANDIDATE

The ideal candidate will be a self-starter and possess professional level grant experience supplemented with procurement and purchasing experience. Other important qualities, knowledge, and skills include:

- Exhibit exceptional teamwork and a willingness to learn while assisting the Administrative Services Manager with developing the new role and possess an analytical mindset.
- Work independently to prepare accounting, financial, and grant support reports and financial statements.
- Provide relief to current staff of existing tasks associated with grants, purchasing, and asset management.
- Ensure streamlined processes, increased competitiveness in securing grants.
- Effective management of procurement procedure within Federal and State rules and regulations.
- Advanced skills in financial software and MS Excel.
- Excellent communication skills.
- Prior experience in the public sector is highly desirable.



EDUCATION AND EXPERIENCE

To qualify, a successful incumbent must possess both education and experience, which would provide the required knowledge and abilities. Experience may substitute for education.

Education:

- Bachelor's degree with major coursework in accounting, business administration, finance, public administration, or related field

Experience:

- Three (3) years related grant coordination, purchasing, or procurement experience or an equivalent combination of education, training and experience that provides the required knowledge, skills, and abilities. Directly related experience may be substituted for college requirement based on one and one-half years (1 ½) of experience for one (1) year of education to a maximum of four years.

Desirable Licenses and Certifications:

- Possession of a Certified Grants Management Professional (C.G.M.P.), Certified Government Financial Manager (C.G.F.M.), or Certified Public Procurement Office (C.P.P.O).

ABOUT LAS GALLINAS VALLEY SANITARY DISTRICT

We understand and embrace our Mission to protect public health by effectively handling the sanitation needs of the community and our role in protecting the environment. The District has a strong commitment to the environment in all that we do, as demonstrated with our photovoltaic power generation project, biogas power generation and vehicle fuel project, recycled water facility and multi-faceted reclamation area project that includes a freshwater marsh, effluent storage ponds and irrigated pastures. The District has received recognition and many awards for environmental and educational programs. We are known for being innovative, proactive, and successful at what we do. Our approach is to combine effective Pollution Prevention, Educational Programs, and state-of-the-art technologies with a strong and positive relationship with our community.



COMPENSATION AND BENEFITS

The Grant Management and Procurement Specialist salary will be dependent on qualifications, background, and successful experience.

The monthly base salary range for a Grant Management and Procurement Specialist is **\$8,767 to \$11,189 per month**. This position's salary range is approved for a 3% COLA in July 2024 and 3% COLA in July 2025.

- **Deferred Compensation:** A 457 Plan is available with Employer match up to \$1,200.00 per calendar year.
- **Work Schedule:** This position is an on-site role supporting the District's objectives. The District participates in a mandatory 9/80 work schedule. Working hours are 6:00 a.m. – 3:30 p.m. with every other Friday off and the alternative Friday worked is an 8-hour day working 6:00 a.m. to 2:30 p.m.
- **Paid Time Off:**
 - » **Vacation** – Employees receive 14 vacation days per year for the first 3 years, 19 days from years 4 to 10, 22 days from years 11 to 15, 24 days for years 16+, and a one-time 5-day vacation bonus after 20 years of service.
 - » **Holidays** – Employees receive 12 paid holidays per year and 1 Floating Holiday.
 - » **Sick Leave** – Employees receive 12 days of annual sick leave.
- **Wellness Program:** Employees can participate in a voluntary wellness program consisting of reimbursement of up to \$500.00 per fiscal year.
- **Health Insurance:** The District participates in PERS/Medical, which offers a wide range of health provider selections. The District pays the premium up to the Kaiser Family Rate.
- **Retirement Medical:** Benefits are available after ten years of District service upon retirement from the District.
- **Vision Insurance:** The District provides a comprehensive program for employees and eligible dependents, and pays for up to 50% of the premium.
- **Dental Insurance:** The District provides a self-insured program for employees and eligible dependents and pays dental expenses up to \$3,000 per year per person.
- **Long Term Disability Insurance:** The District provides LTD.
- **Social Security:** The District participates in the Social Security System and matches the employee's contribution.
- **Life Insurance:** The District provides fully paid term life insurance in the amount of \$50,000.
- **Retirement:** The District participates in the California Public Employee Retirement System (PERS); fully vested after 5 years of service. Classic Members may be eligible for a retirement benefit of 2.7% at age 55; New Members are eligible for a retirement benefit of 2% at age 62.

APPLICATION AND SELECTION PROCESS

To be considered for this exciting and rewarding career opportunity, please submit your application with résumé and cover letter at: <https://www.lgvsd.org/employment-opportunities>

Application materials will be screened in relation to the education and experience minimum requirement. Candidates who are determined to be the most highly qualified for the opportunity will be invited to participate in the next step of the selection process, which includes a panel interview.

Possession of the minimum qualifications does not ensure that an applicant will be invited to the next phase of the examination process. The District reserves the right to invite only the most closely qualified applicants to participate and move forward in the recruitment process for this position.

For additional information about this position, please contact:



Cheri Fairchild
Project Consultant
CPS HR Consulting
E-mail: cfairchild@cpshr.us
Website: www.cpshr.us

The Recruitment Schedule

- Final Filing Date – April 19, 2024
- Preliminary Reviews – April 23, 2024
- Initial Interviews – Week of April 29, 2024

