

**City of Somerville, Massachusetts  
Job Description**

<b>Position Title:</b>	Grants and Procurement Analyst	<b>Grade Level:</b>	NU10
<b>Department</b>	OSPCD–Administration	<b>Date:</b>	4/13/2023
<b>Reports to:</b>	Director of Finance & Administration	<b>FLSA Status</b>	Exempt

**Statement of Duties**

The **Grants and Procurement Analyst** will assist the Director of Finance and Administration by serving as the primary departmental liaison for all 30b and non-30b procurement processes. The position will also assist with the administration of grants and special revenue funds including but not limited to federal, state, and local special revenue funded grant programs (E.G. Jobs Trust, AHTF, Stabilization funds etc.). The position will coordinate with both internal city project managers, the PCS department, and external vendors to initiate procurement requests, assist with OSPCD non 30b RFP requests, and collection and verification of required documentation to execute contracts. The position will work with the Senior Accountants and Director of Finance to identify funding sources, set up requisitions and budget, and assist with grant reimbursement requests.

**Essential Functions**

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

- Coordinates the planning, forecasting, and assessment of the Office of Strategic Planning & Community Development (OSPCD)’s needs for goods and services.
- Serve as departmental liaison for OSPCD between City project manager, the Procurement & Contracting Services (PCS) department, and external vendors.
- Coordinates and manages procurement timelines and scheduling with PCS and applicable stakeholders.
- Tabulates and evaluates bids and quotes, in conjunction with PCS.
- Evaluates bids and proposals based on price, quality, availability, reliability, technical support, and other factors.
- Work with external vendors and agency partners to collect, complete and verify all documentation related to the execution of contracts and sub-recipient grant agreements.
- Work with OSPCD staff to provide support with the issuance of RFP’s for non 30b grant awards.
- Work with project managers, OSPCD senior accounts, and auditing staff to set up

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contract funding in Munis by setting up grant budgets, project budgets, and requisitions for contracts and any associated amendments and change orders.

- Assist the Director of Finance with special projects as requested.
- Assist finance and admin staff with preparing and filing for grant reimbursement requests especially activities funded through the HUD CDBG, HOME, and ESG annual entitlement funds.
- Periodically attend public hearings and city council meetings as needed in the absence of the finance and admin director.
- Maintains records, prepares reports, and performs related work as required.

**Supervision Required**

Under general direction, employee plans and prioritizes the majority of work independently, in accordance with standard practices and previous training. Employee is expected to solve most problems of detail or unusual situations by adapting methods or interpreting instructions accordingly. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the end result are not usually reviewed in detail.

**Supervisory Responsibility**

Employee, as a regular and continuing part of the job, *leads other workers* in accomplishing assigned work and also performs non-supervisory work that is usually of the same kind and levels as is done by the group led. The work leader is responsible to his/her supervisor for assuring that the work assignments of other workers are carried out by performing duties which typically consist of most of the following: distributes and balances workload among employees in accordance with established workflow and job specialization; assures timely completion of work; instructs employees in specific tasks or explains work methods to be employed and indicated applicable reference material and guidelines; checks work progress and reviews completed work to see that instructions have been carried out; answers questions and resolves problems that arise in the work; provides on-the-job training to new employees; reports to the supervisor on disciplinary problems, performance and training needs of employees; resolves simple, informal complaints of employees and refers others to the supervisor; may approve leave for a few hours or for emergencies.

**Accountability**

The nature of the professional or technical work means that errors in analysis, techniques or recommendations would probably be difficult to detect. Consequences of errors, missed deadlines or poor judgment could result in excessive costs, delay of service delivery, or legal repercussions to the municipality.

**Judgment**

The work requires examining, analyzing, and evaluating facts and circumstances surrounding

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individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices and precedents which may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions. Employee is expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision making. Requires understanding, interpreting and applying federal, state and local regulations.

**Complexity**

The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work.

**Nature and Purpose of Personal Contacts**

Relationships are constantly with co-workers, the public, groups and/or individuals such as civic leaders, peers from other organizations, and representatives of professional organizations. The employee serves as a spokesperson or recognized authority of the organization in matters of substance or considerable importance, including departmental practices, procedures, regulations or guidelines. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

**Confidentiality**

Employee has access to confidential information obtained during the performance of the regular duties of the position.

**Recommended Minimum Qualifications**

**Education and Experience:** Bachelor's Degree and five (5+) years' experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

**Knowledge, Ability & Skill**

**Knowledge:** Thorough knowledge of office procedures, equipment and office software; considerable working knowledge of payroll systems, employee benefits and accounting background desirable; knowledge of Microsoft Office, Optima Attendance Controller, HUD IDIS drawdown system, and Munis.

**Abilities:** Ability to meet and deal with the public effectively and appropriately; ability to handle problems and emergencies effectively; ability to communicate clearly, both orally and in writing; ability to operate a computer; ability to maintain confidential information; ability to maintain, manage, and organize records; ability to deal appropriately with employees, officials and the public.

**Skill:** Excellent organizational skills, data processing skills and office software including word

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processing and spreadsheet applications; excellent interpersonal skills

**Work Environment**

The work environment involves everyday discomforts typical of offices, with occasional exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. Employee may be required to work beyond normal business hours in response to attend evening meetings or complete work assignments.

**Physical and Mental Requirements**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

**Physical Skills**

Few physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. May also be some occasional lifting of objects such as office equipment and computer paper (up to 30lbs.)

**Motor Skills**

Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, operating a telephone, personal computer and/or most other office equipment including word processing, filing and sorting of papers.

**Visual Skills**

Visual demands require constantly reading documents for general understanding and analytical purposes.