

### **Administrative Assistant - Grants and Federal Programs**

#### **Purpose Statement**

The job of Administrative Assistant - Grants and Federal Programs is done for the purpose/s of providing efficient and accurate accounting practices for all District grant activities; monitoring assigned programs and/or projects; prepares grant applications; and provides clerical support as needed for all state and/or federally grant funded district programs.

This job reports to Fiscal / Budget Manager

#### **Essential Functions**

- Attends meetings as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Compiles data from a variety of sources (e.g. grant regulations, etc.) for the purpose of complying with financial, legal and/or administrative requirements.
- Maintains a variety of documents, files and records (manual and computer) (e.g. grant applications and documentation, correspondence, schedules, budget activity reports, etc.) for the purpose of providing up-to-date reference trail, availability of information as needed and ensuring confidentiality and use of appropriate accounting practices.
- Monitors assigned activities and/or projects for the purpose of coordinating activities and ensuring compliance with established financial, legal and/or administrative requirements.
- Prepares a variety of written materials (e.g. correspondence, lists, reports, memos, grant fund activity reports, invoices, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Processes documents and materials (e.g. purchase orders, reimbursements, cash requests, budgets, journal entries, etc.) for the purpose of disseminating information in compliance with program, district, state and/or federal requirements.
- Researches a wide variety of topics (e.g. accounting irregularities, current practices, policies, grant specifications, etc.) for the purpose of providing information for addressing a variety of administrative requirements.
- Responds to inquiries from a variety of internal and external parties (e.g. staff, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Supports assigned administrative personnel for the purpose of providing assistance with administrative functions.

#### **Other Functions**

- Assists other personnel, as may be required, for the purpose of ensuring an efficient and effective work environment.

#### **Job Requirements: Minimum Qualifications**

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

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment; performing standard bookkeeping; preparing and maintaining accurate records; and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: basic accounting/bookkeeping principles; business telephone etiquette; and concepts of grammar and punctuation.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working with detailed information/data; and working with frequent interruptions.

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience with increasing levels of responsibility is required.

**Education:** Targeted, job related education with study in job-related area.

**Equivalency:**

**Required Testing**

Pre-Employment Proficiency Test

**Certificates and Licenses**

**Continuing Educ. / Training**

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

**Salary Grade**