



ADMINISTRATIVE ASSISTANT – GRANT ADMINISTRATOR JOB DESCRIPTION

Job Title: **Administrative Assistant – Grant**

Job Code: **PW202**

Administrator

Effective Date: **September 2011**

Pay Grade: **119**

Revision Date: **September 2011**

FLSA: **Non-Exempt**

NATURE OF WORK

Under general supervision, coordinates and performs a variety of skilled administrative functions; provides clerical support to assigned managers and other Public Works departmental personnel; tracks and analyzes grant-funded programs, budgets and expenditures.

ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Answers, screens, and directs incoming calls; responds to public inquiries and requests for information; records, logs, and assists with public disclosure requests.
- Prepares and drafts correspondence, news releases, statements, resolutions, contracts, reports, forms, electronic newsletters, rosters, and/or other departmental documentation.
- Attends and participates in administrative briefings and other assigned meetings; records and transcribes meeting minutes.
- Updates and maintains departmental records, personnel files, policy manuals, and filing systems; purges archived records in accordance with established retention guidelines.
- Creates, administers, and maintains the Department's electronic records management system and related electronic file repository.
- Monitors and maintains compliance with regulations governing the management of departmental records.
- Performs a variety of accounts payable and receivable functions.
- Conducts grant research; writes and submits grant applications; monitors and verifies County compliance with grant funding agency reporting requirements, including scope of work and environmental documents.
- Administers Public Works department grants and contracts; compiles data and submits operational and financial reports in accordance with funding agency requirements. Coordinates with the Office Manager in preparing grant reports as required .
- Develops grant revenue and expenditure tracking procedures; reconciles project costs to Cost Accounting and Management System (CAMS), and reviews project invoices for accuracy and completeness.

- Prepares and submits billing and reimbursement requests; maintains financial documentation for project reimbursement rates and financial reports.
- Monitors and maintains office supply inventories.
- Coordinates and conducts special projects as assigned.

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in a standard office environment and involves sitting and standing for extended periods of time, walking, bending, reaching, and lifting of objects up to 35 pounds.

DISTINGUISHING CHARACTERISTICS:

This is the journey level in the Administrative Assistant series. Incumbents have acquired necessary administrative support knowledge and are granted a greater degree of independence as further experience is gained.

EMPLOYMENT STANDARDS:

High School Diploma or G.E.D. equivalent; AND three (3) year's experience as an administrative assistant, plus one year of grant fund accounting experience.

Depending on area of assignment, a Notary Public License and/or other specialized certifications may be required.

KNOWLEDGE AND SKILLS:

Knowledge of:

- County policies and procedures.
- Public Works Department operations.
- Washington State BARS, RCW's, and WAC's.
- Methods and techniques for grant fund budget preparation and analysis.
- Standards and requirements for grant program financial and operational reporting.
- Automated financial systems and software.
- General office practices and equipment.
- Standard computer software applications.
- Fund accounting principles.
- Records management principles and standards.

Skills in:

- Coordinating and conducting a variety of skilled administrative support functions.
- Preparing and maintaining correspondence, reports, and other types of documentation.
- Administering grants and contracts, and performing grant fund accounting functions.
- Maintaining accurate records to meet grant funding agency requirements.
- Scheduling and organizing meetings, appointments, social functions, and other departmental events.

Job Title: **Administrative Assistant – Grant Administrator**

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- Establishing and maintaining effective working relationships with other staff, County departments, outside agencies, and the general public.
- Communicating effectively verbally and in writing.