



LEWIS COUNTY EMPLOYMENT OPPORTUNITY

Department: Public Works

Division: Engineering-Contract Administration

Position: Administrative Assistant-Grant Administration

Who May Apply: Any Qualified Applicant

Employment Status: Regular Full-Time

Salary Range: Grade 119: \$4,667-\$6,279/Mo. (DOQ)

Posting Opens: March 14, 2025

Closing Date: Open until filled

DEPARTMENT / OFFICE

This position is a FLSA non-exempt position within the Engineering Division of Public Works, located at 57 W. Main Street, Chehalis, WA.

POSITION SUMMARY

This position will support the Public Works Engineering Division as a member of the Contracts Administration Team. The position includes responsibilities for administering grant awards from various federal and state sources including but not limited to supporting grant application submissions, completing financial reporting, and administering outgoing contracts and subawards.

The position is responsible for tracking and the support of construction projects, contracts and grants deliverables. They will work with various members of the Public Works Department team and external stakeholders. Work is performed under the supervision of the Contracts Administrator in coordination with County Engineer and Assistant County Engineer

HOW TO APPLY

Interested individuals are encouraged to apply online at <https://jobs.lewiscountywa.gov> and to view application materials and job description.

Late applications will not be accepted.

Applicants with disabilities who need accommodation with the application and/or selection process should contact the ADA Coordinator, Human Resources at (360)740-1408 or (360)740-1480 TTY.

Lewis County is an equal opportunity employer that provides access, free from discrimination based on race, color, national origin, religion, age, sex, marital status, sexual orientation, military or veteran status, pregnancy, disability, genetic information or any other basis protected by law in employment or provisions of services.

WHO MAY APPLY

This recruitment is open to any qualified applicant who meets the minimum requirements and can perform the essential functions, with or without accommodation, and possess knowledge, skills and abilities as identified in the job description.

MINIMUM QUALIFICATIONS

- High School Diploma or G.E.D. equivalent; AND three (3) years' experience as an administrative assistant, plus one year of grant fund accounting experience. A valid Driver's License is required.
- Depending on area of assignment, a Notary Public License and/or other specialized certifications may be required

Desirable Qualifications:

- Proficiency in Microsoft Office, Word and Excel
- Knowledge of Public Works functions
- Experience with federal grant applications, compliance, auditing and reporting
- Monitoring and ensuring the County's compliance with grant funding, reimbursement requests, and reporting requirements.
- Experience working with FEMA programs and disaster recovery.

APPLICATION REQUIREMENTS

The following items are **REQUIRED** for your application to be considered complete and for you to be considered for this recruitment:

Note: ALL sections of the application must be complete. "See Resume" is not acceptable.

- ✓ Lewis County Employment Application
- ✓ Authorization to Release Information
- ✓ Resume
- ✓ Letter of interest outlining work experience and qualifications
- ✓ Skills testing may be required

NOTE: The information for State and Federal Reporting Form is voluntary. By providing this information, you assist the County in meeting state and federal reporting requirements. The information provided on this form is not used as a part of the review and selection process.