

Uintah County

Job Description



Title:	Administrative Assistant	Code:	422
Division:	Administration	Effective Date:	3/07
Department:	Grants Administration	Last Revised:	3/07
FLSA Cat:	Non-Exempt	Pay Grade:	19

GENERAL PURPOSE

Performs a variety of **complex administrative support and technical clerical duties** as needed to assist in the maintenance, administration and oversight of various grants secured by the county.

SUPERVISION RECEIVED

Works under the general supervision of the Grants Administrator.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Assists to organize and monitor ongoing activities related to acquisition and utilization of various county grants; assists to prepare grant application; tracks grant activity, prepares and submits reports to department head, county commissioners and funding authorities; prepares and processes reimbursement requests.

Coordinates grant review processes; schedules and participates in annual or periodic grant and program audits; coordinates audit schedule with County Clerk/Auditor.

Administers assigned grant programs, i.e., CDBG Housing Rehabilitation grant, homeless shelter grant; works with community residents applying for participation in the program; assists with application process, reviews applicants to assess eligibility and appropriate level of participation; makes recommendations to accept or reject applications.

Coordinates rehabilitation projects and shelter repairs; recruits, screens and selects contractors to perform rehab projects; monitors projects to ensure compliance with established building codes; coordinates building inspections with County Building Official.

Monitors payments made to contract vendors for services provided in connection with grant funding; reviews claims for payment under the grant and assures compliance with procurement code and grantor terms and conditions as well as contract terms and conditions specified by the county; verifies that vendor performance meets quality standards and expectations of the county and the end users.

Attends various administrative and county meetings and makes presentations or participates in public discussion as needed to communicate intent, purpose and opportunity related to grants and related funding opportunities, i.e. CDBG, housing authorities, etc.; assists County Commissioners in the delivery of presentations; prepares and delivers status reports on funding reservoirs and project disposition.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. Graduation from college with an Associate's degree in social services, public administration, accounting, finance, bookkeeping or related field;

AND

B. Two (2) years of experience in bookkeeping or accounting, grantsmanship or related field;

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Working knowledge of grants and special funding environment available to the county; various federal programs receiving short or long term financial assistance; grantsmanship and related information network; general office maintenance and practices; computer accounting applications and various software financial programs (MS Word, Excel, Power Point); operation of standard office equipment; operation of standard office equipment; basic mathematics; interpersonal communication skills and telephone etiquette; basic public relations.

Skill in establishing and maintaining effective working relationships with State, Federal, and other local officials, elected officials, and County residents; the operation of PC Computer, calculator, fax machine, copy machine, telephone.

Ability to work independently; understand and effectively assist indigent populations and elderly; meet multiple deadlines; schedule and effectively coordinate computer project and workload demands; understand complex computer programs; communicate effectively, verbally and in writing; perform basic mathematical calculations; operate various types of standard office equipment such as typewriter, 10 key calculator, keyboard, etc.; develop effective working relationships with supervisors, fellow employees, and the public.

3. Special Qualifications:

None.

4. Work Environment:

Typical office setting with typical climate controls. Tasks require a variety of physical activities such as walking, standing, stooping, sitting, reaching, not generally involving muscular strain. Job functions normally require talking, hearing and seeing. Common eye, hand, finger dexterity required for most essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel is a requirement of the position.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)