
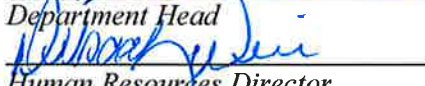


**DOÑA ANA COUNTY
JOB DESCRIPTION**

POSITION TITLE: Project and Grants Coordinator		PAY GRADE: B21	
DEPARTMENT: Community Development	FLSA:	<input type="checkbox"/> Exempt	<input checked="" type="checkbox"/> Non-Exempt
REPORTS TO: Administrative Assistant	LEAD:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
BARGAINING UNIT: N/A	SUPERVISOR:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
APPROVED:			
 Department Head		<u>5/10/19</u> Date	
 Human Resources Director		<u>5/10/19</u> Date	

I. PURPOSE SUMMARY. Performs coordination and support functions to the department for a variety of administrative procedures, projects, grants, and customer relations.

II. ESSENTIAL DUTIES. Provides support to department staff on projects and grants by ensuring files and reports are orderly, current and in compliance with various requirements. Tasks include but are not limited to:

- a. Prepare and maintain grant and project files in accordance with requirements including financial reporting
- b. Develop financial status reports for grantor agencies
- c. Responsible for the accurate and timely preparation and submission of all required reports
- d. Coordinate with Financial Services staff for accurate and timely accounting of project and grant requirements
- e. Correspond with appropriate agency personnel to verify data and file accuracy
- f. Research governing directives to answer questions and resolve routine problems; may also provide information and explain project and grant procedures to the public
- g. Generate reimbursement worksheets and verify accuracy of calculations and correct invoice amounts from consultants
- h. Submit requests for reimbursement and follow up tracking to ensure funds are reimbursed to the County

Performs routine clerical and administrative assignments as well as staffing support to ensure efficient, effective operations and customer relations. Tasks include but are not limited to:

- i. Prepares and proofreads various letters, correspondence, and documents
- j. Prepares and mails routine form letters of acknowledgment, notification and inquiry
- k. Organizes and maintains assigned files, retrieves information, documents and records as needed
- l. Responds to routine inquiries by answering incoming phone calls to the department
- m. Answers questions and provides assistance with various documents specific to the functions of the Department, such as business registrations, permits, deeds, inspections, building plans, applications, licenses, and certificates.
- n. May provide customer service at department counter
- o. May calculate and prepare time entry for bi-weekly payroll
- p. May take meeting minutes for various committees, gatherings and commissions as assigned
- q. Prepares agendas and other presentation materials as directed
- r. Schedules appointments and coordinates arrangements for various types of meetings
- s. Assists in maintain inventory of general office supplies and equipment for department staff

- t. Develops and maintains written protocols associated with job functions and procedures

III. ADDITIONAL DUTIES. Performs other related duties as assigned

IV. QUALIFICATIONS.

- A. Education.** High School diploma or GED is required.
- B. Experience.** Two (2) years experience of general bookkeeping and finance administration; knowledge of federal grants a plus.
- C. Education/Experience substitution.** In accordance with County policy.
- D. Licenses/Certifications.** N/A
- E. Other (e.g., post-offer medical exam, polygraph, background check, driver's license record, etc.).** Must successfully pass a background check. Bilingual (English/Spanish) preferred

1. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED OF THE POSITION:

Knowledge of:

- Grant compliance requirements
- Applicable state and laws, rules, regulations and statutes
- Modern office practices and of standard office and accounting equipment
- Grant writing experience a plus
- Knowledge of Banner or similar financial software a plus

Skilled in:

- Reading, writing and mathematical calculations at a technical level
- Use of personal computers proficiently in the areas of word processing, spreadsheets,

Ability to:

- Organize and prioritize numerous tasks to meet deadlines
- Effectively present information at an intermediate level and respond to questions from general public and staff, which must be conducted in a courteous and respectful manner at all times
- Read and interpret reports, regulations, invoices, and other correspondence between state and federal agencies and the County

2. FREEDOM TO ACT. The supervisor makes assignments by defining objectives, priority, and deadlines, and assists the employee with unusual situations that do not have clear precedents. The employee plans and carries out the successive steps and handles problems and deviations in the work assignments in accordance with instructions, policies, previous training, or accepted practices in the occupation. Completed work is usually evaluated for technical soundness, appropriateness, and conformity to policy and requirements.

3. GUIDELINES AND JUDGMENT. Procedures for doing the work have been established, and a number of specific guidelines are available. The number and similarity of guidelines and work situations require the employee to use judgment in locating and selecting the most appropriate guidelines, references and procedures for application, and in making minor deviations to adapt the guidelines to specific cases or problems.

4. **PHYSICAL DEMANDS.** The work is sedentary. Typically the incumbent sits comfortably to do the work. There may be some walking, standing, bending, carrying of light items. No special physical demands are required to perform the work.

5. **WORK ENVIRONMENT.** The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, residences, and commercial vehicles. The work area is adequately lighted, heated, and ventilated.

IV. EMPLOYEE ACKNOWLEDGEMENT: I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also certify by my signature below that I am able to perform the essential functions of this Job Description with or without reasonable accommodation.

Accepted by: _____
Employee *Date*

5/2019