

GRANT IMPLEMENTATION ASSISTANT
(Albany Housing Authority)

DISTINGUISHING FEATURES OF THE CLASS : The incumbent administratively assists the coordinators and senior staff in the administration of their duties toward the implementation of grants. The incumbent will exercise independent judgment on problems encountered within a delegated scope of activity. Supervision is exercised over a staff of clerical and/or receptionist assistants in the performance of general office functions. Work is performed under the general direction of the Coordinator who reviews work through conferences and reports for adherence to departmental policies and standards.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Facilitates lease management;
- Coordinates routine maintenance on facilities;
- Manages function/space scheduling;
- Manages grant implementation assets;
- Assists in preparation of grant reporting data;
- Assists in contract administration including processing/tracking consultant and contractor invoices and payments;
- Supervises a clerical staff engaged in processing departmental information and functioning of office facilities;
- Coordinates and publishes bi-monthly newsletter;
- Coordinates monthly Tenant Association Meeting;
- Maintains and updates department web page;
- Collects, sorts and files necessary departmental information;
- Provides clerical assistance and performance of secondary and tertiary functions to professional and technical personnel of the department;
- Participates in and records staff conferences concerning administrative procedures to be followed in carrying out various programs of the department;
- Requests materials and supplies;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of the principles and practices of office management;
- Good knowledge of the principles and practices of public or business administration;
- Working knowledge of budget and purchase procedures;
- Working knowledge of personal computers and office equipment;

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- Working knowledge of the principals of governmental accounting;
- Working knowledge of public personnel administration;
- Ability to properly interpret and make decisions in conformance with laws, regulations and policies;
- Ability to plan, organize and coordinate the work of a large group of employees performing varied clerical operations;
- Ability to develop and refine office procedures;
- Ability to meet and deal tactfully and effectively with administrative officers, employees, and the public.
- Tact;
- Courtesy;
- Initiative;
- Judgment;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from high school and three (3) years of fulltime paid experience in a responsible supervisory clerical position; **OR**
- B. Four (4) years of fulltime paid experience in a responsible supervisory clerical position; **OR**
- C. Any equivalent combination of training and experience as described in the limits of (A) and (B) above.

Revised: 7/31/02