

SPECIAL ASSISTANT (GRANTS)

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 not typical of this class. Work is performed under the general direction of the Administrator who reviews work through conferences and reports for adherence to departmental policies and standards.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Creates and maintains multiple tracking systems for grant awards;
- Provides technical assistance for procurement in compliance with organization policies and grant regulations;
- Enters requisitions into finance system and ensures all services and purchases are encumbered;
- Reviews invoicing for payment to ensure compliance with applicable grant requirements and contract terms, including ensuring supporting documentation and timely submission of invoicing;
- Assists with review of proposals;
- Prepares contracts for services related to grant funded programs and submit for appropriate approvals;
- Communicates with and provides technical assistance to employees, vendors and community entities that are related to services and implementation of grant funded programs;
- Assists with maintain accurate records and files for all grant per federal and state guidelines;
- Submits and maintains internal records for required approvals for work and payment of grant funded activities;
- Assists with completing grant program budgets;
- Prepares payroll for and maintains records of grant funded employees;
- Performs other 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;
- 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 a regionally accredited or New York State registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree in Business Administration or a related field and one (1) year of the experience in processing claims for reimbursement; **OR**
- B. Graduation from high school or possession of a high school equivalency diploma and three (3) years of the experience in processing claims for reimbursement.