

Administrative Assistant to Director of State and Federal Programs

Purpose Statement

The job of Administrative Assistant to Director of State and Federal Programs is done for the purpose/s of providing a wide variety of complex and confidential administrative and secretarial support to Director of State and Federal Programs; conveying information regarding department functions and procedures; ensuring efficient operation of support functions; and coordinating assigned projects and site activities.

This job reports to Director of State and Federal Programs

Essential Functions

- Assists with all federal program meetings (e.g. Titles I, II, III, ID, ELL, IF, and Perkins; agenda preparation, documents needed, reservations of rooms and facilities, etc.) for the purpose of implementing necessary processes to ensure effective meeting agenda.
- Assists with audit (e.g. information and documentation gathering, etc.) for the purpose of providing necessary records and information needed for audit.
- Assists with budget development and revision (e.g. grant summary reports, grant amendment worksheets, quarterly expenditures reports, reconciliation of actual expenditures, quarterly GMS expenditures, etc.) for the purpose of ensuring accuracy of budget and complying with District, State, Federal guidelines and regulations.
- Compiles data from a wide variety of sources (e.g. expenditures, payroll, time sheets, calendars, expenditures/budget, internet research, inventory orders, etc.) for the purpose of preparing reports, making recommendations, and preparing information for Director.
- Coordinates a wide variety of processes for expenditure of funds from state and federal programs (e.g. requisitions, purchase orders, verification of receipt of goods/services, batch purchase orders for payment, recording of expenditures on federal fund spreadsheets, travel arrangements, etc.) for the purpose of completing scheduled processes following guidelines and regulations.
- Maintains a wide variety of manual and electronic documents files and records related to state and federal funds revenue for the purpose of providing up-to-date information and historical reference in accordance with established administrative guidelines and legal requirements.
- Monitors a wide variety activities on behalf of assigned Administrator (e.g. grant program components, meeting arrangements, account balances, work order status, etc.) for the purpose of achieving goals and meeting target dates in compliance with established guidelines and regulatory requirements.
- Oversees the work activities within the office and provides training for the purpose of organizing assignments, monitoring progress, and ensuring completion within established guidelines.
- Participates in a variety of meetings, workshops, and training for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.
- Prepares a wide variety of reports, documents and correspondence of a confidential and non-confidential nature (e.g. letters, memoranda, meeting minutes, timesheets, payroll, recommendation for employment forms, budget amendments, annual budget, charts, periodic and ad-hoc reports, grant procedures, etc.) for the purpose of documenting activities, providing historical reference, and conveying information.
- Reconciles account balances for assigned budget categories for the purpose of maintaining accurate account balances.

- Represents Director in his/her absence for the purpose of conveying and/or gathering information required for administrative functions.
- Responds to a wide variety of inquiries from internal and external parties (e.g. staff, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and providing
- Supports assigned administrative personnel for the purpose of providing assistance with their functions and responsibilities.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using job related software applications, preparing and maintaining accurate records; communicating effectively when speaking and writing; and planning and managing projects.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles; business telephone etiquette; common office machines; and concepts of grammar and punctuation; specific knowledge of state and federal grants; budget coding; and office methods and practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities, communicating with diverse groups and individuals, solving problems, maintaining confidentiality, meeting deadlines and schedules, setting priorities, working as part of a team, and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is required.

Education: Community college and/or vocational school degree with study in job-related area.

Equivalency:

Required Testing:

Certificates and Licenses

Continuing Educ. / Training:

Clearances

Criminal Background Clearance

FLSA Status

Non Exempt

Approval Date

6/25/2018

Salary Grade

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