

GRANT PROGRAM ASSISTANT

Department: Planning and Development

Division: N/A

Appointing Authority: Mayor

Grade: 1

Revision Date: 1/10

Bargaining Unit: S

Definition:

Performs routine or semi-routine but detailed or complex administrative duties and support in the day to day operation of grant activities of the town, primarily in housing and commercial rehabilitation programs. Assists in the organization, application, development, implementation and management of the grant funded activities administered by the department; performs all other related duties as required that are logical to the position.

Supervision:

Works independently under the general direction of the Director and the day to day supervision of the Grants Administrator.

May perform limited direction to clerical staff and interns. Will work collaboratively with town, regional and state boards, agencies, and personnel as required; assists in the monitoring activities of sub-recipients and sub-grantees.

Environment:

Most duties are performed under typical office conditions, including operation of computers, calculators, telephones, printers, copiers and other standard office equipment.

Some duties may require site review of Grant projects and activities; which may involve walking and climbing over uneven terrain; climbing stairs, exposure to sun, wind, dust, heat, cold, rain, snow, insects, poison ivy, asbestos, lead paint, mold, noise and other associative building or field conditions.

Must drive self or have transport to and from field, building and project sites.

Has extensive contact with employees, town departments, commissions and boards; outside organizations, state agencies, and the general public that requires patience, diplomacy, tact and courtesy.

Errors in performance may cause legal or financial repercussions, considerable confusion and delay, and lead to adverse public relations.

Essential Functions: (The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed and are representative of those that must be met by an employee to successfully perform the essential functions of the job. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Assist the Grants Administrator in the development of and the marketing of housing and rehabilitation programs; assist with grant implementation processes and in ensuring compliance with applicable program requirements, building codes and federal and state regulations.

Performs all client intakes; responsible for processing of all client applications including verification of client income to establish eligibility; maintain and update waiting lists for all rehabilitation programs.

Responsible for maintaining and updating eligible contractor lists and files; including verification of insurance coverage and requisite licenses to be maintained by contractors.

Responsible for conducting all loan closings and for recording duties and other ancillary requirements associated with the transactions and process.

Assists the Rehabilitation Specialist with work lists, contract specifications, contracts, and permitting requirements and processes; prepares correspondence, program materials, files and maintains records; assists with researching documentation for housing rehabilitation projects.

Responsible for periodic or intermittent progress reports for each grant or project to the Director and/or Grants Administrator as requested; prepare all mandatory and supplemental or requested reports ensuring compliance with monitoring procedures as required by grant program guidelines, or as per schedule as established by the Administrator or Rehabilitation Specialist.

Research and supply necessary and important incidental information as needed in preparation of reports; helps mediate and problem-solve solutions to unanticipated problems that have developed in the field and work with other city departments, regulatory agencies, contractors, homeowners and property owners to correct noted deficiencies.

Performs other duties as assigned by the Rehabilitation Specialist or Grant Administrator consistent with the activities of the Department of Planning and Development.

Minimum Qualifications: (Any combination of education and experience that would have provided the required knowledge and skills that enables performance of all aspects of the position is qualifying.)

Education and Experience: Associates' degree in a discipline related to grant strategies, programs and activities or administration, and two years of related professional experience in building trades, property management or grant activities; public sector experience preferred; or, a combination of education and experience that enables performance of all aspects of the position.

Must demonstrate track record of substantive level of responsibility with grant applications, strategies, administration and management; and must demonstrate skills in the context of formal organizations, specifically municipal organizations and administration including standard budget monitoring practices.

Knowledge, Ability and Skill:

Ability to establish and maintain effective working relationships with diverse interest groups and work cooperatively with supervisors, staff, and elected or appointed officials and the general public. Ability to plan, analyze, carry out projects, consult and offer advice, requires highly effective written and oral communication skills. Must perform all aspects of job responsibilities with honesty and integrity.

Strong organizational skills in a multi-task environment required. Ability to plan and work with general supervision or specifically as directed; ability to work on several on-going tasks and assist to carry out community economic development, planning and research projects. Ability to keep accurate and detailed records; apply organizational skills efficiently with attention to detail. Ability to meet deadlines and work effectively in pressure situations.

Knowledge of or ability to learn the principles and practices of community development grants management; and of state and federal laws, regulations, or programs related to grant administration and oversight of programs or projects; Experience with research methods and report writing; familiarity with grant preparation and administration.

Ability to exercise tact, resourcefulness, sensitivity, and persuasion in dealing with a variety of individuals from a broad socioeconomic and culturally diverse base. Ability to maintain confidentiality of personal and financial information submitted by program applicants.

Physical Requirements:

Frequent sitting, talking, walking, and mental concentration for prolonged periods required; frequent use of hands and fingers in operating/using various office equipment; occasionally required to lift and/or move objects or books of up to 20 pounds; specific vision requirements include close vision for long periods of time and the ability to adjust focus and color vision. Ability to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms.

Must be able to communicate and be understood clearly, give presentations or participate in other public discourse situations. Position requires the ability to access off-site premises that may not be handicap accessible.

Special Requirements: May be necessary to attend evening or weekend meetings on occasion.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)

Approved:

Human Resources Director

Date
Initial: 1/10

Department Head

Mayor