



**ADMINISTRATIVE ASSISTANT/
GRANT ADMINISTRATOR
PUBLIC WORKS DEPARTMENT
FULL-TIME NON-EXEMPT**

A. GENERAL PURPOSE

The Administrative Assistant/Grant Administrator performs general administrative and clerical assistance to the Public Works Department related to the development and coordination of the department's daily operations and various activities. Analyzes, conducts, and coordinates assigned grant and special projects, and acts as project manager on assigned grant and special programs.

B. ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Manages telephone communications including answering the phone, transferring and screening calls, and taking messages.
2. Copies, scans, and emails documents.
3. Files and retrieves documents, records, and reports.
4. Schedules appointments for Public Works Department staff.
5. Assists in preparation of City Council, Commissions, Committee, and Boards meeting packet materials.
6. Oversees the organization and maintenance of files for the Public Works Department; serves as the department's Records Management Liaison.
7. Prepares memos, letters, presentations, and other documents using the computer, including spreadsheets, databases, or presentation software.

8. Assists in responding to public information requests in compliance with the Texas Public Information Act.
9. Assists in coordinating the department's procurement activities.
10. Plans travel itineraries and makes travel arrangements for Public Works Department staff.
11. Assists with planning, coordinating, and monitoring special programs or projects as assigned.
12. Maintains effective working relationships with employees, City officials, and the general public.
13. Maintains confidentiality.
14. Travels to various destinations in and out of the City.
15. Performs other tasks as assigned by the Public Works Director.
16. Identifies outside funding sources to locate eligible grant programs, creating and maintaining a database of opportunities available and history of applications and subsequent application scoring.
17. Investigates grant requirements, available funding, feasibility, and eligibility for specific grant programs and discusses the grant programs with the City Staff and officials.
18. Prepares applications for grant funding requests following grant requirements including preparing resolutions, project narratives, and project budgets, and obtains letters of support and commitment. Assembles required documentation for the application.
19. Attends and sometimes conducts public hearings for citizen participation in grants and special programs.
20. Attends grant and special project pre-construction meetings, and meetings with stakeholders as necessary.
21. Tracks grant and special project funding in the accounting software utilized by the City and managing project revenues and expenditures for audit purposes.
22. Establishes and maintains working relationships with grant and special project administrators, engineers, contractors, and auditors.

23. Satisfies grant reporting and project administration requirements set out in the grant programs or funding source rules, submitting required documentation and status reports or coordinates those submissions when utilizing third party vendors.
24. Provides details to City Finance Department to set up needed accounts; ensures purchases move forward; monitors grant accounts; and creates or reviews grant-required performance reports.
25. Develops and maintains grants management tools, such as funding trackers, reporting calendars, and compliance guideline documents, and ensures the appropriate staff and consultants are aware of these timelines.
26. Monitors and coordinates the administration of post-award grants to ensure that budgeting and administrative policies, procedures, and agency requirements are being followed.

C. SUPERVISION

Works under the general direction of the Public Works Director.

D. EDUCATION, EXPERIENCE, AND CERTIFICATIONS

Must possess a High School Diploma or GED PLUS. Graduation from an accredited junior college, college, or university with a degree; or Four (4) years of progressively responsible municipal work, secretarial work, executive administrative work, grant administration; or any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.

Must be able to listen and communicate clearly (both in writing and verbally), and possess exceptional grammar, spelling, and proofreading skills. Proficiency in Microsoft Office including Word, PowerPoint, and Excel required.

E. TOOLS AND EQUIPMENT USED

Personal computer including word processing and spreadsheet software, 10-key calculator, phone, copy machine, fax machine and any other new equipment needed for this position.

F. SPECIAL REQUIREMENTS

1. A valid state driver's license.

2. While performing the duties of this job, the employee is required to sit for extended periods of time and communicate verbally with others in a clear and effective manner. The employee is occasionally required to walk.
3. The employee must be able to carry, lift, hold, push and/or pull up to fifty (50) pounds of office supplies, files, equipment, and furniture.

G. WORK HOURS

This is a Full-time, forty (40) hour per week position. Core work hours are between 8:00 am and 5:00 pm including one unpaid hour for lunch, Monday through Friday, except holidays as determined by the City Holiday Calendar. This position is non-exempt and eligible for overtime pursuant to the needs of the City and at the direction of the Public Works Director. Any overtime hours performed must be preapproved by the Public Works Director.

H. WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to perform the essential functions if needed.

1. While performing the duties of this job, the employee regularly works inside an office.
2. The noise level in the office work environment is usually mild.

I. SALARY

Salary is commensurate with the position. Pay days are every other Friday, or as otherwise determined by the CITY OF DRIPPING SPRINGS PERSONNEL MANUAL.

J. BENEFITS

Benefits shall be in accordance with those outlined in the CITY OF DRIPPING SPRINGS PERSONNEL MANUAL, as may be modified by the employee's offer letter and subsequent revisions to the MANUAL.

K. EQUAL OPPORTUNITY EMPLOYER

The City's employment decisions are made without regard to race, color, religion, sex, age, national origin, sexual orientation, handicap, or marital status. Discrimination or harassment against any person in recruitment, examination, appointment, training, promotion, discipline, or any other aspect of personnel administration because of political or religious opinions or affiliations, membership or non-membership in employee organizations, or because of race, color, national origin, age, disability, veteran status, sex, or marital status is prohibited. If you

would like to arrange for accommodations, we encourage you to contact Ginger Faught at (512) 858-4725.

Please note: *This Position Description is not a contract, and shall not be construed to alter an employee's at-will relationship. The terms and conditions of any employee's position with the City may be altered by the City Council at any time. To the extent reasonably possible, this Job Description, the Personnel Manual, and the employee's Offer Letter shall be read together in harmony. If there are conflicts between this Position Description, the Personnel Manual, and the employee's Offer Letter, the most specific term or condition of employment shall govern.*