



Position Title:	Office Specialist, Grant Programs		
Reports To:	Program Manager, Director		
Department:	College-wide	Job Code:	4181
Prepared By/Date:	Donna French/11-18-2011	Job Group:	SNE
Approved By/Date:	Thomas Albano/11-21-2011	Salary Grade:	12
Revised:	Donna French/03-09-2012	FLSA Status:	Non-Exempt

Summary:

This position provides a broad range of office, administrative, and bookkeeping duties associated with the proper operation and smooth function of the grant program and assists management in ensuring proper delivery of service and performance of program goals, objectives and outcomes. Responsibilities also include budget management and all fiscal matters related to the smooth function of the program.

Essential Duties and Responsibilities:

- Oversees and solves day-to-day office and administrative issues that arise
- Monitors and audits data collection as required by grant funders
- Assists with administration of grants and special programs
- Works with program staff to coordinate schedules, events and activities
- Ensure compliance with grant requirements regarding fiscal matters
- Handles inventory and issues requisitions to replenish office supplies
- Assists in preparation of and monitors surveys and forms as necessary
- Assists in preparation of monthly, quarterly, bi annual, and end of year reports for grant sources
- Implements and supervises program procedures and maintains internal controls for financial transactions
- Ensures that all expenditures are justified according to sound accounting principles; that proper records and time frames are adhered to, and establishment and maintenance of separate record keeping systems for internal controls
- Designs and implements internal records of projected expenditures
- Assists with budget data entry, analyzes data, prepares report findings, and submits reports accordingly
- Follows-up on rejected or pending transactions, verification on accuracy and suitability of documentation, and implementation of required procedural protocol
- Assists in supervision of staff compliance with grant contracts, grant application processes, State and Federal budget regulations and grant funding requirements
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge of MDC programs and workforce programs
- Knowledge and familiarity with student services processes (e.g., outreach, advising, recruiting, retention, career services)
- Knowledge of student engagement and active learning strategies
- Working knowledge of accounting principles and procedures and possess a high level of attention to arithmetic and administrative detail
- Knowledge of grant procedures and processes
- Skills in local, State and Federal grant writing and implementation

- Ability to work on multiple projects simultaneously and work well under limited time constraints
- Possess organizational and problem solving skills
- Ability to display initiative and work with minimal supervision
- Proficiency in Microsoft Office applications, Odyssey, Data Tracker, Quickbooks, and other related computer programs
- Possess excellent interpersonal and communication skills (oral and written), including mastery skills in business English, spelling, punctuation
- Ability to work collaboratively and effectively with departments, community based organizations and other service partners
- Ability to travel to all campuses as needed
- Ability to work a flexible schedule that may include evening and weekend assignments
- Ability to work effectively in a multi-ethnic and multi-cultural environment with students, faculty, and staff

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-Essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Associates degree in a related field and four (4) years of experience in an advanced administrative support position; or any combination of education and experience

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name