CLASS SPECIFICATION
Grant Assistant III, Economic & Resource Development

FLSA Status:  Non-Exempt
EEOC Job Category:  Office and Clerical
Union Representation:  Represented

GENERAL PURPOSE
Under general supervision, performs difficult office and administrative support duties in Economic and Resource Development; types technical documents and reports; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS
Grant Assistant III is responsible for independently performing a wide variety of difficult, specialized and responsible office and administrative support functions for a department or manager requiring detailed knowledge of department rules, policies and procedures. Incumbents use advanced word processing, spreadsheet and graphics skills in the development of technical documents and presentation materials. They may provide general office administrative support services and provide backup to other office clerical and administrative staff. Assigned work requires the use of initiative and judgment in selecting appropriate work methods, understanding and applying complicated information requiring a high degree of accuracy and interacting with and handling routine to non-routine questions, complaints and problems based on knowledge gained through experience.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The duties listed below are intended only as illustrations of the various types of work that may be performed. 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 this class.

1. Perform community outreach services; establish and maintain relationships with community leaders, organizations and public agencies to encourage participation and coordinate projects with specially funded/grant programs and activities; assist with marketing outreach for grants and special projects, including dissemination of program information on-site at expos, exhibits and other venues; develop public relations strategies and marketing tools to effectively promote program activities and objectives.

2. Perform a variety of advanced administrative support staff duties related to areas such as accounting, budgeting, contracts, personnel administration and research and development; maintain a variety of records and files related to program services and activities including mandated grant records, program evaluation, timekeeping, and inventory.

3. Operate a variety of modern office equipment for advanced word processing, database management, spreadsheet and report preparation specific to grant programs, basic page layout, and Internet and web page utilization; assist with maintenance and updating of grants or special projects website on a regular basis; designs, develops and maintains spreadsheets requiring data interpretation and manipulation; researches, reviews, tracks and compiles data for specialized reports and records and ensures data accuracy.
4. Organizes, maintains and updates confidential subject, project and specialized technical files, documents and records; maintains student/program participant files and records for grant programs; creates, maintains and updates filing systems; oversees retention of department records and files;

5. Sets up calendars for and/or schedules management or staff appointments, as assigned; schedules and coordinates meetings, conferences and appointments for department or project managers, program participants or other assigned staff.

6. Provides detailed, technical information regarding District, department and program policies and procedures according to established procedures to students, instructors, other District departments vendors, program participants and/or the public; answers, screens and directs telephone calls and takes messages; greets and directs visitors; handles and initiates e-mail correspondence; responds to questions and complaints from program participants, and the public and/or refers to the appropriate staff member.

7. Assist with monitoring and tracking of grants or special projects expenditures to prepare for financial or performance reporting.

8. Performs clerical and administrative duties in support of department operations; photocopies documents and requests duplication services; opens, screens and distributes mail and correspondence.

9. Makes arrangements for a variety of meetings, conferences, special events, job fairs and/or receptions as required; assembles, prepares and distributes related materials; prepares meeting agendas and takes, transcribes and distributes meeting minutes; notifies and confirms participant attendance; schedules, reserves and sets up event/meeting locations and equipment; arranges for refreshments or catering.

OTHER DUTIES
1. Provides backup for other department office administrative support staff as needed.

2. May be responsible for updating content for assigned websites, including gathering new and revised content, developing and inserting graphics and coordinating site maintenance with the Web Coordinator.

3. Attends a variety of meetings, training sessions, conferences, committees, workshops and seminars.

4. May train, schedule and provide work direction to student workers.

QUALIFICATIONS

Knowledge of:
1. Mission, objectives, and goals of assigned program or area.
2. Office administrative and management practices and procedures.
3. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
4. Web navigation and web research.
5. Modern office practices, procedures and equipment, including use of computers for advanced word processing, spreadsheet, database and other standard software to create complex documents and materials requiring the interpretation and manipulation of data.

6. Basic research techniques, methods and procedures applicable to areas of assigned responsibility.

7. District administrative policies and procedures applicable to processing budget, fiscal and purchasing documents and maintenance of public records.

**Ability to:**

1. Operate a computer using advanced level word processing, spreadsheet and other standard business software.

2. Type accurately at a net speed of 50 wpm.

3. Organize, set priorities, take initiative and exercise sound independent judgment within areas of responsibility.

4. Interpret, apply, explain and reach sound decisions in accordance with regulations, policies and procedures.

5. Organize, research and maintain complete and extensive office files.

6. Compose correspondence and prepare documents from brief instructions.

7. Communicate clearly and effectively, both orally and in writing.

8. Understand and follow written and oral instructions.

9. Prepare clear, accurate and concise records and reports.

10. Maintain highly sensitive and confidential information.

11. Use a high degree of tact, diplomacy and discretion in dealing with sensitive situations and concerned individuals.

**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; and four years of increasingly responsible administrative support or secretarial experience; or an equivalent combination of training and experience.

**Licenses; Certificates; Special Requirements:**

A valid California driver’s license and the ability to maintain insurability under the District’s vehicle insurance policy.

**PHYSICAL AND MENTAL DEMANDS**

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

While performing the duties of this job, employees are regularly required to sit, walk and stand; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and lift up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Mental Demands**

While performing the duties of this job, an employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve non-routine and difficult office administrative problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines with frequent interruptions; and interact with District management, faculty, administrators, staff, vendors, external agencies, students, program participants, the public and others encountered in the course of work, some of whom may be angry and upset.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions, and the noise level is usually quiet.