

ADMINISTRATIVE ASSISTANT/GRANT ADMINISTRATOR

JOB DESCRIPTION

Effective Date: May 1, 2021

Position: Administrative Assistant/Grant Administrator

Employment Status: Exempt, Part-Time (20-25 Hours A Week)

Position Summary: Position is responsible for providing administrative support to the Northwest Missouri Regional Council of Governments and all related organizations. In addition, position is responsible for the administration of grants in a five-county region.

Essential Functions*:

*This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Staff members will follow any other instructions, and perform any other related duties, as may be required by the Executive Director.

Administrative Duties

1. Conduct the administration of various grants for the following agencies:
Community Development Block Grants (CDBG)
Department of Housing and Urban Development (HUD)
Assist with US Department of Rural Development (USDA)
Assist with Department of Natural Resources (DNR)
2. Perform Administrative tasks for grant administration to meet the following areas of State and Federal Compliance:
Citizen Participation
Financial Management
Environmental Review
Civil Rights
Labor Standards
Procurement Standards
Contract Management
Acquisition/Relocation
Close-out procedure

Other General Duties

1. Record and type meeting minutes for the Regional Council and the Regional Development Corporation, when needed.
2. Accept, open, date-stamp, and distribute mail to Regional Council employees, when needed.
3. Prepare Regional Council mailings, including stuffing and sealing envelopes, applying postage, and delivering outgoing mail to the post office, when needed.
4. Coordinate package pick-up and delivery with UPS, Fed-Ex, etc, when needed.
5. Assist staff members in event planning, including managing invitation and RSVP lists, sign-in sheets, handouts, and general room preparation.
6. Assist in grant applications and possibly grant writing.
7. Assist other staff members with projects, programs, and goal completion, when necessary.

8. Remain knowledgeable of other staff member projects and policies of the Regional Council as a whole.
9. Attend weekly staff meetings and monthly board meetings, when necessary.

Minimum Qualifications: Education: High School Diploma required or Associate's Degree.

Experience Level: Required 1-to-3 years experience in an office setting required. Administrative-type experience preferred.

Other: Proficient with Windows Operating environment, including Microsoft Office. Knowledge of standard office equipment (fax machine, postage machine, photocopier, binding machine, paper folder, etc.) preferred. Valid driver's license and auto insurance required.

Skills and Abilities: Attention to detail is paramount, as is the ability to follow procedures, fill out and file paperwork, and meet deadlines. In addition, position requires multi-tasking, organization, attention to detail, writing skills, interpersonal communication, and excellent phone/customer service etiquette.

Work Environment: 80% of time spent in a temperature-controlled office
15% of time spent in meetings outside of the office.
5% of time spent travelling