

## **GRANT COMPLIANCE ASSISTANT**

### **DEFINITION**

Under general supervision, prepares documentation and reports as required for various grants, reviews fiscal and performance activities with regard to grant compliance; prepares claims and handles office budget compliance assurance; prepares basic summary and projection reports as directed; provides a variety of information about Department policies and procedures; performs a variety of technical and office support assignments, and performs related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a single position class responsible for providing a variety of **grant related** support services, record keeping and reporting to meet grant compliance requirements, coordinating special projects and multi-agency projects, as well as providing support and assistance to other office personnel as required. Continued employment in this class is contingent upon available funding.

### **REPORTS TO**

A wide variety of County supervisory or management positions, depending upon the Department or program area of assignment.

### **CLASSIFICATION DIRECTLY SUPERVISED**

None

### **EXAMPLE OF DUTIES**

- Provides program oversight to ensure compliance with grant requirements.
- Maintains program records.
- Compiles a variety of statistics and data.
- Prepares required reports.
- Performs a variety of administrative and support functions, grant administration and implementation of a variety of grants as delegated, and budget compliance work including claims, summaries and projections.
- May perform similar functions as Legal Assistant II or Fiscal and Technical Officer Service Assistant III as needed.

## **GRANT COMPLIANCE ASSISTANCE - 2**

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye hand coordination; driving; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is primarily performed in an office; occasionally works outside; continuous contact with staff and public.

#### **Knowledge of:**

- Policies, laws, rules, and regulations applicable to a specials assignment area Grant administration and compliance.
- Modern office methods, practices and procedures.
- Administrative analysis.
- Correct English usage, spelling, grammar and punctuation.
- Maintenance of filing and information retrieval system.
- Mathematics
- Personal computer and software application related to Grand Administrator and fiscal support.

#### **Ability to:**

- Assist with the preparation of financial statements or other specialized reports.
- Prepare and maintain Grant funding records and reports.
- Make mathematical calculations quickly and accurately.
- Operate a computer and appropriate software, including database information.
- Prepare, clear, concise and accurate records and reports.
- Follow oral and written directions.
- Establish and maintain cooperative working relationships.

## **GRANT COMPLIANCE ASSISTANT - 3**

**TRAINING AND EXPERIENCE:** Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

One (1) year of office administration experience or grant management, including fiscal experience.

Advanced educational training (two years college courses in business or accounting or a related field or AA degree) or other relevant skills may be substituted for the required experience.

**Special Requirements:** Must possess a valid driver's license at time of application and a valid California Drivers License by the time of appointment. The valid California License must be maintained throughout employment.