

## **GRANT COORDINATION CLERK**

### **DEFINITION**

Under supervision, perform a wide variety of difficult and responsible clerical tasks related to the overall operation of categorically funded programs.

### **TYPICAL DUTIES**

Follow policies and develop procedures for grant guidelines to ensure alignment with grant objectives; compile data for grant reports according to State, Federal, District and grant specifications and guidelines; develop accounts, new line items, and object codes according to grant objectives, guidelines and specifications; maintain grant fiscal accounts and budget expenses; copy, sort, and track demographic and financial data and District information for grant records; develop spreadsheets for forecasting, fund allocation, analyzing and tracking of all grant expenses and allocations; draft, review, analyze, and track data for records, reports, and publications, and prepares appropriate reports for District and external agencies as required/requested; review files, records, internet sources, and other documents to obtain information to respond to requests regarding relevant programs and curriculum, and communicate with customers, employees, and other individuals to disseminate or explain information; compile and maintain financial, student, client, and administrative records, and verify information in databases for all office transactions; provide coordination for marketing programs needed to maintain high visibility; organize and/or coordinate committee work and meetings, travel, and hotel arrangements and contracts; complete and coordinate staff appointments and schedules meeting rooms for staff and students; schedule reservations and/or collect fees for appropriate seminars/functions, and coordinate arrangements for program activities, such as those of trainers, consultants and/or facilities; handle a variety of administrative tasks such as completing purchase requisitions, travel authorization forms, Employment Service Agreements, Tentative Class Schedules, budget and journal entries, and limited purchase orders; order materials, supplies, and services, and complete related records and reports; operate and perform minor repairs to office machines, and provide training for office staff; answer telephones, E-mail, office correspondence, and requests, deliver messages and vital correspondence, and runs errands; process and distribute mail, packages, and other materials; complete and mail contracts, policies, invoices, or checks; compose letters and other correspondence; collect, process and deposit checks; performs related duties as assigned.

### **QUALIFICATIONS**

#### **EXPERIENCE**

Two years of clerical experience directly related to the duties of the position.

One year of experience is equal to 12 months of experience at 40 hours per week. Applicable part-time experience will be converted to the full-time equivalent for purposes of meeting the experience requirement.

#### **EDUCATION**

One year of college level business and clerical course work may be substituted for up to one year of the required experience.

One year of education is equal to 30 semester units.

**KNOWLEDGE OF**

Grant reporting systems; compiling surveys; UPS metered and bulk mail regulations; applicable policies, regulations, procedures, and processes; applicable federal, state, and local laws and regulations; effective customer service skills; how to compose effective correspondence; the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar, and rules for letter and report writing; principles and practices of effective communication; how to train others to perform specific tasks; numbers, their operations, and interrelationships, including arithmetic at the level required to effectively perform the duties of the position; administrative and clerical procedures and systems, such as filing and recordkeeping techniques in a complex business environment; modern office practices, procedures and equipment.

**ABILITY TO**

Perform the essential functions of the position; sustain regular work attendance; work cooperatively and effectively with the public, students, faculty and staff; exercise initiative and mature judgment; interpret and apply applicable federal, state and local laws and regulations, District policies and regulations, and office processes and procedures; work as a member of a team; meet schedules and time lines; manage one's own time and the time of others; correctly follow a given rule or set of rules in order to arrange things or actions in a certain order; understand and effectively carry out oral and written directions; effectively communicate information and ideas orally and in writing based on the needs of the audience; read, write and perform mathematical calculations at the level required for successful job performance; be aware of others' reactions and adjust interpersonal skills accordingly; handle personal and private information with discretion; prepare routine correspondence independently; effectively learn and operate equipment and software related to the duties of the position; use of technology to effectively perform responsibilities, including but not limited to, word processing, spreadsheets, databases and desktop publishing; adapt to changing technologies; work successfully with diverse populations.

**TYPICAL EQUIPMENT USED (May include, but not limited to)**

Current office technologies including computers, printers, faxes, telephones, and copiers; other equipment common to the field to which the position is assigned.