

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

JOB DESCRIPTION

Job Title:	Grants & Special Projects Assistant	Range:	41
Date Revised:		Date Approved:	April 8, 2003

PRIMARY PURPOSE

This position is responsible for performing a wide variety of comprehensive, complex, and specialized administrative duties to support various functions related to grants and specially funded projects and managing office functions to assure efficient operations. This position requires specialized knowledge in the area of grant development and management.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Performs advanced administrative duties independently related to the development of grant proposals; reads and interprets funding agency's proposal requirements to assist in proper grant development and implementation; review contracts for compliance with funding agencies requirements.
2.	Assists with the coordination and preparation of grant proposals in accordance with specified guidelines and deadlines; prepares and compiles grant budget summaries and budget detail forms; prepares board agenda items pertaining to grants, specially funded programs and contracts.
3.	Plans, organizes and attends meetings; maintains calendar of activities, events and special meetings ; schedules appointments and meetings; prepares meeting agenda and materials as required; takes, transcribes and distributes minutes.
4.	Assists in the compilation and preparation of program budgets; reviews expenditures and budget transfers for compliance with funding agency requirements; approves expenditures within established guidelines; calculates and submits time sheets; responds to inquiries regarding financial issues; prepares and maintains a variety of spreadsheets.
5.	Maintains a variety of files and complex records related to grants and specially funded programs and projects.
6.	Composes and prepares correspondence independently; formats presentations and reports; develops and revises schedules and forms; compiles and prepares complex and difficult statistical and narrative reports from a variety of sources; greets visitors and directs to appropriate personnel; initiates and answers telephone calls; screens and directs calls; receives, opens, prioritizes, and routes mail.
7.	Orders supplies and equipment, and prepares purchase requisitions; tracks orders to assure delivery and payment.
8.	Trains and provides work direction and guidance to others as directed.
9.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
10.	Performs related duties as assigned.

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OTHER FUNCTIONS

WORKING RELATIONSHIPS

The Grants and Special Projects Assistant maintains frequent contact with various District departments and personnel, faculty, students and the public.

EDUCATION AND EXPERIENCE

High school diploma or equivalent

Minimum four years (4) years of increasingly responsible administrative experience; may be supplemented by applicable college courses.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of District organization, operations, policies and objectives

Knowledge of applicable sections of State Education Code and other applicable laws

Knowledge of organization, policies, and rules of assigned department or program

Knowledge of modern office practices, procedures and equipment

Knowledge of record-keeping techniques

Knowledge of basic bookkeeping procedures

Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary

Knowledge of various computer software applications

Ability to interpret, apply and explain rules, regulations, policies and procedures

Ability to make arithmetic calculations quickly and accurately

Ability to type at 55 wpm from clear copy

Ability to operate a variety of office equipment such as calculator, computer, copier, typewriter, etc.

Ability to analyze situations accurately and adopt an effective course of action

Ability to plan, organize and prioritize work

Ability to work independently with little direction

Ability to complete work efficiently with many interruptions

Ability to work confidentially with discretion

Ability to meet schedules and time lines

Ability to understand and follow oral and written directions

Ability to communicate effectively, both orally and in writing

Ability to understand scope of authority in making independent decisions

Ability to review situations accurately and determine appropriate action according to established guidelines

Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

WORKING CONDITIONS

College or District office environment; subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to 2-3 hours); repetitive use of upper extremities including hand coordination activities.