



JOB OPENING

Job Title: HR Clerk/Grant Administrator/Administrative Assistant
Pay Rate: Grade 3 - 4 (\$17.17/hour – \$23.22/hour) DOE, Full-Time
Department: Administration
Date Posted: May 17, 2024

Position Summary

The HR Clerk/Grant Administrator/Administrative Assistant provides HR, grant administration support and administrative support to the City Administrator and other departments as assigned. HR duties include processing time cards, onboarding/offboarding employees, maintaining personnel files, documenting personnel actions and assisting supervisors and employees with personnel and benefit questions. Grant administration includes assisting departments with grant applications, grant projects, grant tracking, and grant reporting. Administrative support includes clerical work, supporting front desk staff, working on projects assigned by the City Administrator and other administrative duties assigned.

Qualifications

- High school diploma or equivalent required.
- Must be prompt and courteous to all customers.
- Must have knowledge of office machines including fax and computers.
- Must have basic Microsoft Office skills including Word, Excel, Outlook and Publisher.
- Must be self-motivated, detail-oriented, punctual, flexible, able to meet deadlines, and able to multi-task.
- Background education or experience in HR and/or grant administration (including experience with grants.gov) preferred.

Applications

Complete job description and application are available at City Hall, 500 Third Street, or online at www.craigak.com. Please submit completed applications to hr@craigak.com, or drop off at City Hall. ***Position open until filled.***

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