

**Job Title:** HR Clerk/Grant Administrator/Admin Assistant  
**Classification:** Administrative Assistant I/II (Grade 3-4)  
**Pay Rate:** \$17.17/hr – \$23.22/hr, DOE  
**Department:** Administration, City of Craig  
**Immediate Supervisor:** City Administrator  
**Date Revised:** April 15, 2024

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**NOTE:** This position is currently authorized as a part-time. The city intends to fill this position as a temporary full-time which will revert to permanent part time (up to 29 hours per week) or convert to a full-time permanent position depending on council action on the FY25 budget. The current draft of the budget makes the position permanent full-time. If the budget is not approved as written, the position will change back to a permanent part-time position.

**Health insurance, PERS retirement, and some other benefits will not be eligible until the position is converted to a permanent full-time position. If the position stays at a permanent part-time position the duties related to grant management will be removed from the job description.**

### **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 timecards, 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.

### **Duties & Responsibilities**

**Essential Duties and Responsibilities include but are not limited to:**

#### **Human Resources Clerk**

- Administering employee benefits and submitting benefit and census reports to various entities
- Processing applications for open positions and advertise open positions as needed.
- Maintaining employee files both digital and physical

- Entering new employees into payroll system, onboarding/offboarding employees.
- Processing Timecards and changes to employee status for payroll.

### **Grant Administrator**

- Assist departments in identifying grant funding opportunities.
- Assist departments in writing grant applications.
- Track all open grants within the city and ensure that grant reports are being filed in a timely manner.
- Assist departments with reporting, to include collecting financial information.

### **General Administrative Support**

- Answering and directing phone calls and customer assistance.
- Preparing Correspondence, working on minutes and other administrative tasks as assigned
- Assist departments with public information, projects, creating flyers, and other public notices as needed.
- Cover the front desk when needed and assist customers.
- Acting as Clerk Pro-Tem when City Clerk is unable to make City Council Meetings
- Assist departments and the city clerk to update the City's website, Facebook and Textmygov.com for public information when necessary.
- Other duties as 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.

### **Language Skills**

Ability to read and interpret documents such as public notices, notice of funding availability (NOFA), grant applications and guidance, HR benefit related documents, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

### **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**Reasoning Ability**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

**Physical Demands**

The physical demands described here are representative of demands found in most clerical and administrative positions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, stand, and walk. The employee must occasionally lift and/or move up to 50 pounds.

**Work Environment**

The work environment is an inside office structure Monday through Friday with minimal overtime. Occasional evening hours may be required as the clerk pro-tem. Hours of work are to be determined. Lunch hour must be coordinated with other staff in the administration building.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

**Position & Benefits**

This position is currently authorized as a part-time position until June 30, 2024. The city intends to fill this position as a temporary full-time which will revert to part time (up to 29 hours per week) or convert to a full-time permanent position depending on council action on the FY25 budget. The current draft of the budget makes the position permanent full-time. If the budget is not approved as written, the position will change back to a permanent part-time position on July 1, 2024. If the position change is approved in the FY25 budget, the position will be converted to permanent full-time. Health insurance, PERS retirement, and some other benefits will not be eligible until the position is converted to a permanent full-time position. The City of Craig is an Equal Opportunity Employer. Employee is eligible for annual leave, sick leave, PERS retirement, health insurance, and other benefits per the city’s personnel handbook.

*Note: Reference is made to The City of Craig Employee Handbook for subjects not included in this job description. The Handbook takes precedence over this job description.*

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**Printed Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Director**

\_\_\_\_\_  
**Date**