

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

Demonstrate the ability to understand and follow instructions provided in various formats, including written, oral, and diagrammatic.

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 is a full-time permanent exempt position with the City of Craig. This position includes full benefits as outlined in the City of Craig Employee Handbook. The City of Craig is an Equal Opportunity Employer.

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.

Printed Name

Signature

Date

Director

Date