Grant Administrator/Administrative Assistant

Job Details

Job Location: City of Holbrook, AZ	Position Type: Full-Time
Education Level: High School - GED	Salary Range: $46,308-64,875
Job Shift: Day	Travel Percentage: Occasional
FLSA Status: Non-Exempt	Job Category: Community Development

Description

Job Summary

Under the general direction of the City Manager, performs professional, technical, and administrative work involving grant administration, project coordination, permit processing, records management, customer service, and administrative support functions. The position serves as the City's primary grant administrator and permit technician while providing administrative assistance to the Community Development Department and assigned departments. Responsibilities include monitoring grant-funded projects, ensuring compliance with federal and state funding requirements, processing permits, maintaining records, preparing reports, and serving as a liaison between the City, funding agencies, contractors, businesses, residents, and other governmental entities.
This position requires strong organizational skills, excellent communication abilities, attention to detail, and the ability to manage multiple priorities while maintaining compliance with applicable laws, regulations, and City policies.

Essential Job Functions

The following duties are examples of the essential types of work performed by positions within this job classification. Management reserves the right to add, modify, change, or rescind work assignments as needed. Some specific duties and responsibilities include:

Grant Administration Responsibilities

- Coordinate and administer federal, state, local, and private grant-funded projects.
- Monitor grant budgets, expenditures, timelines, and project deliverables.
- Prepare reimbursement requests and required financial documentation in coordination with Finance.
- Maintain grant records and files in accordance with funding agency requirements.
- Prepare periodic reports, performance measures, and grant closeout documentation.
- Coordinate project activities between City departments, consultants, contractors, and funding agencies.
- Monitor and review project expenditures to ensure compliance with grant regulations and approved budgets.
- Assist in identifying new funding opportunities and preparing grant applications.
- Coordinate procurement processes associated with grant-funded projects in accordance with City purchasing policies, grant requirements, and approvals retained by authorized personnel.
- Attend project meetings and provide status reports to City leadership.
- Assist with capital improvement projects and community development initiatives funded through grants.
- Conduct community outreach and public information activities related to grant-funded programs.
- Monitor and document compliance with federal, state, and local grant requirements, referring any identified issues to appropriate City personnel.

Administrative Assistant Responsibilities

- Provide administrative support to the City Manager and other assigned departments.
- Prepare correspondence, reports, presentations, agendas, resolutions, and meeting minutes in coordination with the Community Development Director, City Planner, or City Clerk, where applicable.
- Schedule meetings, appointments, trainings, and conferences.
- Answer telephones and respond to inquiries from residents, businesses, and visitors.
- Assist the public by providing information regarding City services and programs.
- Maintain records management systems and confidential files.
- Process incoming and outgoing mail.
- Prepare spreadsheets, databases, and statistical reports.
- Assist with public records requests and records retention requirements.
- Order office supplies and maintain inventories.
- Serve as backup receptionist as needed.
- Assist with special projects and departmental initiatives as assigned.

Permit Technician Responsibilities

- Receive, review, and process permit applications for building, electrical, plumbing, mechanical, zoning, right-of-way, signage, and related permits.
- Review permit applications for administrative completeness and accuracy by identifying any missing information for referral to appropriate reviewing staff.
- Coordinate permit reviews between departments and outside agencies.
- Issue permits in accordance with City ordinances and policies.
- Schedule inspections and maintain inspection records.
- Collect permit fees and prepare associated documentation.
- Maintain permit tracking systems and permit records.
- Provide information and assistance to applicants regarding permit requirements and procedures.
- Refer technical code and zoning determinations to authorized personnel.
- Monitor permit status and communicate updates to applicants.
- Generate permit activity reports and statistics.
- Maintain records in accordance with applicable retention schedules.
- Assist with code compliance documentation and permit-related inquiries.
- Coordinate permit activities with Community Development, Public Works, and outside agencies.

Additional Duties

- Assist with administrative documentation, coordination, and tracking of building-safety inspections and assessments conducted by authorized personnel.
- Assist with historic downtown redevelopment projects.
- Participate in emergency response activities when necessary.
- Perform other related duties as assigned by the City Manager.

Supervision Received and Working Relationships

- Receives direction from the City Manager.
- Works closely with all City departments, consultants, contractors, grant agencies, regulatory agencies, elected officials, and the public.
- May provide training or technical assistance relating to grant administration and permit processing.

MINIMUM QUALIFICATIONS

Education

High School Diploma or GED required.

Associate's Degree or higher in Public Administration, Business Administration, Accounting, Planning, Construction Management, Communications, or a closely related field is preferred.

Experience

- Minimum three (3) years of progressively responsible experience in grant administration, administrative support, municipal government, permit processing, project coordination, or related fields.
- Experience working with grant-funded projects, grant reporting, reimbursement procedures, or comparable compliance work is required.
- Municipal government experience is highly desirable.

Equivalent combinations of education, training, and experience may be considered if they provide the required knowledge, skills, and abilities.

REQUIRED CERTIFICATIONS

Applicants must possess and maintain the following at the time of appointment:

- Valid Arizona Driver's License
- Ability to obtain Permit Technician training or certification within one year of employment, if required by the City.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge Of:

- Grant administration and compliance requirements.
- Municipal government operations.
- Permit processing procedures.
- Customer service practices.
- Public records and records retention requirements.
- Federal, state, and local regulations.

- Procurement and contract administration principles.
- Microsoft Office Suite applications including Word, Excel, Outlook, and PowerPoint.
- Modern office procedures and administrative practices.

Ability To:

- Communicate effectively verbally and in writing.
- Organize and manage multiple projects simultaneously.
- Maintain confidential information.
- Interpret laws, regulations, policies, and procedures.
- Prepare clear and accurate reports.
- Establish and maintain effective working relationships.
- Meet deadlines while maintaining accuracy.
- Provide excellent customer service.
- Learn and utilize permit tracking, grant management, and records management software.
- Work independently and as part of a team.

Position Type/Expected Hours of Work

- Full-time position working on the City's approved schedule.
- Regular organizational business hours: See Human Resources for current schedule.
- Occasional evening meetings may be required.

Special Requirements

- Adapt to unique and changing situations.
- Adapt to a fast-paced environment professionally and effectively.
- Adapt to multitasking.
- Maintain a high level of professionalism and confidentiality.
- Ability to meet strict grant and project deadlines.

Physical Demands

While performing the duties of this position, the employee is frequently required to:

- Sit for extended periods.
- Use a computer and office equipment.
- Communicate verbally and in writing.
- Walk between City facilities and project locations.
- Lift and carry up to 25 pounds.
- Drive a motor vehicle.

Reasonable accommodation may be made to enable qualified individuals with disabilities to perform essential job functions.

WORK ENVIRONMENT

Work is performed primarily in an office environment with occasional visits to project sites, construction areas, public meetings, and other City facilities. Duties involve customer service, administrative support, permit processing, grant administration, and project coordination activities.

SELECTION GUIDELINES

Selection may include application review, oral interviews, certification verification, reference checks, background investigation, driving record review, and pre-employment testing as required by City policy.

Compensation & Benefits

- Salary: Per City Compensation Plan
- Four-day work week (Monday - Thursday)
- 11 paid holidays annually
- Employee and dependent medical, dental, vision, and life insurance coverage
- Pension and long-term disability through Arizona State Retirement System (ASRS)
- Supplemental voluntary benefits available

Application Process

Interested applicants should submit a completed City of Holbrook application https://drive.google.com/file/d/1P4zqo0MBmxFkyLTaFOlTPQbNcwlNw4hc/view along with a cover letter, certificates, and resume. Application packages may be emailed to the Director of Administration/Human Resources, Misty Hatch, at mhatch@holbrookaz.gov. The position is open until filled. The job posting may be pulled at any time.

The City of Holbrook is an Equal Opportunity Employer

DISCLAIMER

The statements contained in this job description are intended to describe the general nature and level of work performed by an employee assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required. The City of Holbrook reserves the right to modify this job description at any time consistent with business necessity. The job posting may be pulled at any time.