

KIPDA  
POSITION DESCRIPTION

Class Title: Budget & Contracts Assistant

Division: Social Services

Supervisor: Budget & Contracts Administrative Coordinator

Supervises: None

Class Characteristics: Under general supervision, performs advanced administrative tasks and office assignments; assists in managing contracts and vendor correspondence; and with training, assists the general public with information regarding services for aging, persons with disabilities and their families.

General Duties and Responsibilities:

Essential:

1. Performs all administrative tasks in a professional manner and manages calls and messages appropriately.
2. Responsible for confidential and time-sensitive material.
3. Corresponds with the general public, subcontractors, and other Social Services' staff via print and email, as needed.
4. Prepares, reviews, copies, mails and files forms, letters and other documents in a timely manner.
5. Maintains a physical and electronic filing system that is organized and accessible by staff, Program Coordinators, Social Services Division Director and Auditors.
6. Review source documents for compliance to rules and regulations, and report discrepancies or changes in contract language.
7. Assist with general accounting; performing mathematical calculations and comfortable using Excel for intermediate level formulas.
8. Assist the Budget & Contracts team in tracking communication of requests for proposals, contracts, and monitoring documentation.
9. Assists Social Service Program Coordinators with support tasks to manage their respective programs.
10. Assists the Department and Division with data entry, program reporting, and information gathering.
11. Assist in preparing required periodic reports as required.
12. Performs other duties as required.

Non-essential: None.

## DESIRABLE QUALIFICATIONS

Training and Experience: Associates Degree or equivalent supplemented by two years' related work experience preferably in an office setting. Proficient in use of all Microsoft Office products.

### Special Knowledge, Skills and Abilities:

#### Knowledge:

1. Basic knowledge of record keeping and records management.
2. Thorough knowledge of filing systems, both physical and electronic.
3. Knowledge of computer hardware and applicable software programs.

#### Skills:

1. Skill in use of computers and intermediate use of Microsoft applications, including Excel.
2. Performing mathematical calculations with skill and accuracy.
3. Skill of proofreading, typing, grammar, punctuation, and spelling.
4. Establishing and maintaining effective working relationships with co-workers.
5. Skill in proper phone etiquette and phone systems.
6. Skill in use of general office equipment.
7. Time management skills when prioritizing assignments.

#### Abilities:

1. Ability to understand program guidelines and incorporate into daily use.
2. Ability to understand and follow written and oral instructions.
3. Ability to use creativity and forward-thinking in problem-solving and planning.
4. Ability to work under stressful situations with patience and tact.
5. Ability to establish and maintain effective working relationships with elderly and disabled clients, family members, co-workers, professional staff and community representatives.

## ADDITIONAL REQUIREMENTS:

Instructions: Very general; must use own judgment most of the time.

Processes: Work varies frequently, but seldom requires different, new, or unusual approaches to complete work.

Review of Work: Supervisor does not always review work.

Analytical Requirements: Duties are of a complex nature, requiring judgment for which there is no precedent.

Tools, Equipment and Vehicles Used: Normal office equipment (computer, copier, telephone, fax machine, etc.)

Physical Requirements of the Job: Work is typically performed while sitting at desk or table in a climate-controlled environment with intermittent standing, stooping and walking; lifting light objects (less than 25 pounds) is a job requirement; operating a vehicle is a requirement of the job.

Contacts: Occasional to frequent public and private contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Regular use of confidential information is a job requirement.

Mental Effort: Moderate

Interruptions: Constant

Special Licensing Requirements: None

Availability: N/A

Certification Requirements: None

Additional Requirements: None

Overtime Provision: Non-exempt

EOE