

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: Bachelor’s degree in management, human resources, criminal justice, finance, accounting, public policy, or other related field with two (2) years of experience in grant coordination and administration.

Additional Requirements

No special license or certification is required.

Supervisory Responsibilities

Ability to assign, review, plan and coordinate the work of other employees, to provide instruction to other employees, to maintain department standards, to recommend the discipline or discharge of other employees, to act on employee problems, to evaluate the performance of employees, to approve leave requests, to participate in meetings in which policy questions are reviewed or discussed, to assist with the development of policy, to recommend policy changes.

UNUSUAL WORKING CONDITIONS:

The employee may be expected to work in or around crowds and may have contact with potentially violent or emotionally distraught persons.

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date