

Administrative Assistant – Grant Writer

Job Type

Part-Time

Salary

\$ 19.71 - \$ 25.15 Per Hour

Department

Administration

Location

115 Ramsdell St, Fircrest, WA 98466, USA

Description

THE POSITION: The City of Fircrest is accepting applications for a part-time Administrative Assistant. The position works under the general supervision of the Administration Department. The Administrative Assistant will provide grant research, writing and tracking of grant applications, as well as various other administrative duties for the City of Fircrest.

ESSENTIAL DUTIES

- Provide grant research, writing and tracking of grant applications for the City of Fircrest
- Perform research and collection of data of the City to assist with grant applications
- May attend Council and Planning Commission meetings and assist in preparation of weekly general update
- Prepare correspondence and maintains records and files
- Prepare draft ordinances and resolutions as assigned
- Prepare reports for Council meetings as directed
- Provide clerical support to other departments as assigned
- Perform other duties as assigned

DESIRED MINIMUM QUALIFICATIONS**Education and Experience:**

- Graduation from high school or GED equivalent; and
- Two (2) years increasingly responsible clerical work; and
- Experience working with grant programs and writing grants; and
- Any equivalent combination of education and experience, which provides the knowledge and abilities required.

Necessary Knowledge, Skills and Abilities:

- Proficient in using Microsoft products including Word, Excel, PowerPoint, Outlook
- Maintain effective working relations with employees, other departments, officials and the public
- Work under pressure and/or frequent interruptions
- Maintains a high level of confidentiality
- Competency in time management, organization, multi-tasking, and attention to detail
- Strong communication, research, and writing skills
- A positive attitude to thrive and succeed in a fast-paced environment
- Dependable, friendly and outgoing attitude, eagerness to assist others and work in a team environment

SPECIAL REQUIREMENTS

Valid Washington driver's license ability to obtain one.

GENERAL INFORMATION FOR APPLICANTS

Selection

- The quality and completeness of the information provided on the application form may determine whether or not you are called for an interview. Incomplete answers or "see resume" may prevent further consideration.
- Testing may be required to measure candidates' abilities to perform essential functions or other performance dimensions.
- If you need special accommodation during the interview phase of the selection process, please provide the City with five business days advance notice. The City endeavors to reasonably accommodate everyone. All applicants interviewed will be sent written notification of the interview result.
- No formal notification will be sent to applicants not selected for an interview. Should the same or another position open for which you wish to apply, you must complete a new application to be considered for the new opening.

Employment

- Applicants who are offered employment will be required to provide proof of identity and authorization to work in the United States. The 1986 Federal Immigration Reform and Control Act prohibits the hiring of unauthorized aliens.
- The City does not discriminate in hiring on the basis of race, creed, color, ethnicity, national origin, sex, age, or marital status. In compliance with the Americans with Disabilities Act, disability will be considered only in the context of an applicant's ability to perform essential elements of a job and to determine reasonable accommodation.
- The City of Fircrest has a policy of limiting smoking in the work place.
- The City of Fircrest is a drug-free workplace.

Benefits

Benefits include PERS (retirement), Social Security, L&I and employee assistance program as well as a pro-rated share of vacation, sick and holiday.

Agency

City of Fircrest

Address

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