

MARCIA A. LECLERC
MAYOR

TOWN OF EAST HARTFORD

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East Hartford, Connecticut 06108

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DEPARTMENT OF
HUMAN RESOURCES

www.easthartfordct.gov

February 22, 2016

EMPLOYMENT OPPORTUNITY
CSEA INC/SEIU, LOCAL 2001

ASSISTANT GRANTS ADMINISTRATOR
GRANTS OFFICE
GRADE 9

There is a vacancy for the position of Assistant Grants Administrator in the Grants Office.

Any member of the CSEA INC/SEIU, Local 2001 Bargaining Unit interested in this position should complete the attached Application for Review of Qualifications. Completed application must be returned to the Human Resources Department by 4:30 p.m. March 1, 2016.

Attachments: Job Description and
Application for Review of Qualifications

Please post immediately:2/22/16

Remove: 3/1/16

TOWN OF EAST HARTFORD

TITLE: Assistant Grants Administrator

GRADE: 9

DEPARTMENT: Grants

DATE: May 3, 1994

GENERAL DESCRIPTION:

Working under the general direction of the Grants Administrator, assists in the administration and planning of grants and programs.

ESSENTIAL JOB FUNCTIONS:

- Plans, organizes and prioritizes work according to grant schedules.
- Prepares and/or assists in the development of grant applications as assigned.
- Administers and reviews for compliance approved grants as assigned.
- Performs assigned accounting duties in the fiscal management of grant programs.
- Drafts documents and correspondence as needed.
- Assists Grants Administrator with operating budget recommendations for unit.

ADDITIONAL JOB FUNCTIONS:

- Participates with town departments and social agencies in the assessment of community housing, social and cultural needs and recommends, plans and implements programs to meet identified needs.
- Supervises and performs outreach services to individuals and groups; assisting in the application process, and referring applicants or clients to related social service programs.
- Assigns work tasks to professional and clerical staff.
- Assists and prepares grant information for disseminations to the public.
- Provides census data/information on request from departments, organizations and general public.
- Responsible for transferring manual accounting, reporting, and record keeping tasks onto the computer to improve efficiency.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of grant program procedures.
- Ability to give clear, concise written and oral instructions and work effectively with staff, superiors and general public.
- Ability to access and process information contained in file records and computer databases.
- Ability to perform accounting and basic mathematical computations.
- Ability to apply State and Federal laws, Town Ordinances, Departmental policies and procedures, rules and regulations to determine necessary action.

PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS:

- Works in office setting subject to continuous interruptions and background noise.
- Exposure to video display terminal on a daily basis.
- Must be able to operate business machines and/or equipment.
- Must be able to work under conditions with demanding deadlines and changing priorities.
- Must be able to travel to meetings in the community.

JOB QUALIFICATIONS AND LICENSING REQUIREMENTS:

The skills and knowledge required would usually be acquired through a Bachelor's degree preferable with a major in Business Administration, Political Science, City or Urban Planning, Public Administration, Political Science, City or Urban Planning, Public Administration or some closely related field; and two (2) years of increasingly responsible experience in the administration of a community development or grant program.

NOTE: THE ABOVE TASKS AND RESPONSIBILITIES ARE ILLUSTRATIVE ONLY. THE DESCRIPTION DOES NOT INCLUDE EVERY TASK OR RESPONSIBILITY.



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 East Hartford, Connecticut 06108
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Phone
 (860) 291-7220

APPLICATION FOR REVIEW OF QUALIFICATIONS

POSITION APPLIED FOR	DEPARTMENT	
APPLICANT'S NAME (LAST, FIRST, MIDDLE)		
STREET ADDRESS	CITY/TOWN	STATE/ZIP
TELEPHONE NUMBER (HOME)	TELEPHONE NUMBER (WORK/CONTACT)	
PRESENT JOB TITLE	LENGTH OF TIME IN POSITION	

EDUCATION

List all colleges, business schools or technical schools you attended in chronological order, most recent listed first:

School	Address	Course/Major	Degree/Certificate

Other training or professional licenses, special courses, work training programs, or armed forces training. Give name and location where training was given, certificate, if any, dates attended, subject of training, number of hours weekly, and other details related to the job for which you are applying. List any office equipment you can operate or any licenses or state certification you have that would be relevant to the position applied for (attach a separate sheet if necessary):

I certify that the statements made by me on this application are true, complete and correct to the best of my knowledge. I understand that any falsification of facts will subject me to disqualification or dismissal.

Signature: _____

Date: _____

TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT	DATE OF HIRE	
	SENIORITY DATE	
	GRADE/STEP	

Name of Employer		Job Title	
Address		City	State
Zip Code			
Dates of Employment: From _____ to _____ month year To _____ to _____ month year		Name and Title of Supervisor Telephone Number	
		Description of duties, responsibilities, and significant accomplishments: _____ _____ _____	
# Hrs. Worked Weekly		Reason For Leaving	

Name of Employer		Job Title	
Address		City	State
Zip Code			
Dates of Employment: From _____ to _____ month year To _____ to _____ month year		Name and Title of Supervisor Telephone Number	
		Description of duties, responsibilities, and significant accomplishments: _____ _____ _____	
# Hrs. Worked Weekly		Reason For Leaving	

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