

AUGLAIZE COUNTY

An Equal Opportunity Employer

POSITION DESCRIPTION

Cover Page 1 of 2

Agency:	Board of Commissioners	Employee Name:	
Class Title:	Grants Administration Clerk	Position Title:	Grants Administration Clerk
Class Number:	080111	Position Number:	01:100002.5
Dept./Div.:	Board of Commissioners	Civil Service Status:	Unclassified
Unit:	Administration	Employment Status:	part-time
Reports To:	County Administrator	FLSA Status:	nonexempt
EEO Status:	(06) Admin. Support	DOT/O*Net Code:	201.362.030
		Normal Work Hours:	Flexible

GENERAL DESCRIPTION:

Under direction of the county administrator, assists county administrator with administration of federal grant, state grants and community development programs.

QUALIFICATIONS: An example of acceptable qualifications:

High school graduate with one (1) to two (2) years of related experience; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Must possess strong organization and mathematical skills.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess or be able to obtain a valid Ohio driver's license and maintain insurability under the county's vehicle insurance policy.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.

Modern business office equipment (e.g., computer, facsimile machine, photocopier, adding machine/calculator, etc.); motor vehicle.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); is exposed to possible injury from unclean or unsanitary conditions; works with moving mechanical parts of equipment of machines; occasionally lifts, pushes, pulls, or carries objects 10 pounds or less.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed both the Cover Page(s) and the Inside Page(s) of my position description, and that I understand the contents of the position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

Date Adopted: 5/13/26
Date Revised:

Developed by:
Internal

{7/14/2014 PDAUGBC 00116433.DOCX }

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POSITION DESCRIPTION

Inside Page 1 of 2

Agency:	Board of Commissioners	Employee Name:	
Class Title:	Grants Administration Clerk	Position Title:	Grants Administration Clerk
Class Number:	080111	Position Number:	01:100002.6
Dept./Div.:	Board of Commissioners	Reports To:	County
Unit:	Administration		Administrator

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- 50% (1) Performs financial recordkeeping activities including federal and state grants and community development programs; reviews and processes invoices; performs various financial and accounting functions related to the loan program (e.g., accounts for payments as the funded projects/loans are repaid; processes disbursements and drawdowns; prepares and submits fiscal reports to funding sources; interprets and assists with the development of policies related to the loan programs; etc.).
- 30% (2) Prepares and tracks documents for federal grants, state grants and community development programs; prepares maps in an accurate and timely manner; assists with communications to other political subdivisions and/or other county departments about grant opportunities and reporting requirements; attends economic development events as requested.
- 15% (3) Assists with promoting County Revolving Loan Fund and all other programs under the CDBG umbrella (e.g., assists with establishing relationships with banks and economic development professionals, etc.); drives motor vehicle to gain access to meeting locations.
- (4) Meets all job safety requirements and all applicable PERRP safety standards that pertain to essential functions; attends professional education and training sessions, seminars, and workshops as directed; maintains required licenses and certifications; must demonstrate regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

- 5% Performs other duties as required.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: finance; economics; government structure and process; government grant programs (pertaining to economic development); county goals and objectives*; county policies and procedures*;

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POSITION DESCRIPTION

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Agency:	Board of Commissioners	Employee Name:	
Class Title:	Grants Administration Clerk	Position Title:	Grants Administration Clerk
Class Number:	63161BC	Position Number:	01:100002.6
Dept./Div.:	Board of Commissioners	Reports To:	County
Unit:	Administration		Administrator

department goals and objectives*; departmental policies and procedures*; public relations; media relations; marketing; grant writing; workplace safety; local geographic area.

Skill in: computer operation; use of modern office equipment; motor vehicle operation.

Ability to: deal with a variety of variables within a somewhat unfamiliar context; recognize unusual or threatening conditions and take appropriate action; define problems, collect data, establish facts and draw valid conclusions; exercise independent judgment and discretion; understand, interpret and apply laws, rules or regulations to specific situations; calculate statistics; prepare accurate documentation; compile and prepare reports; use proper research methods to gather data; prepare and deliver speeches and presentations; communicate effectively; maintain records according to established procedure; handle sensitive inquiries from and contacts with officials and general public; develop and maintain effective working relationships.

POSITION NUMBERS AND CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED:

None.

Developed by:

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