

ADMINISTRATIVE GRANT COORDINATOR

The City of Harrisburg is accepting applications for the position of Administrative Grant Coordinator in the Department of Building and Housing Development. This position performs complex clerical and administrative duties involving the study and application of administrative systems, databases, policies, procedures and communications with the public. Work is performed under the general direction of the Director for Building and Housing Development or his/her designee. This is a management, FLSA-exempt position.

Qualified candidates will possess an associate's degree in Business, Marketing, Social Services or an equivalent of education and experience. Exceptional computer skills with Microsoft Office Suite (Outlook, Excel, Word & PowerPoint) and MS Internet Explorer. Fluency in English (reading, writing & speaking) and Spanish preferred. Excellent customer services skills. A valid PA Driver's License, Class C is also required.

The annual salary range is \$42,000 to \$45,760 (commensurate with experience and qualifications), plus an excellent benefits package.

The City intends to fill this position as soon as possible. It will remain open until filled. If interested, please submit a cover letter, your resume, three employment references, and salary history to:

City of Harrisburg, Bureau of Human Resources
The Rev. Dr. Martin Luther King, Jr. City Government Center
10 N. 2nd Street, Harrisburg, PA 17101
Phone: (717) 255-6475
Email: HR@harrisburgpa.gov (**electronic submission preferred**)

The City of Harrisburg is an Equal Opportunity Employer.

Eric Papenfuse, Mayor

www.harrisburgpa.gov

Job Title:**GRADE: M- 10**

Administrative Grant Coordinator
Department of Building and Housing Development

DEFINITION

This position performs complex clerical and administrative duties involving the study and application of administrative systems, databases, policies, procedures and communications with the public. Work is performed under the general direction of the Director for Building and Housing Development or his/her designee. This is a management, FLSA-exempt position.

JOB LOCATION/EQUIPMENT:

Work is performed at the Rev. Dr. Martin Luther King, Jr. City Government Center; still, meetings outside the office are required. Work involves use of personal computers, including database software packages, telephones and other related office equipment. Duties are typically performed on weekdays from 8:00 a.m. - 5:00 p.m.; however, employee may be required to work evenings, weekends and holidays.

ESSENTIAL FUNCTIONS:

This individual will be responsible for verifying unit and occupation qualifications, verifying unit file completion; administratively supporting all members of the LEAD team with all aspects of the intake and relocation process; assisting clients when needed; assisting with all aspects of data and budget management; and, creating and maintaining necessary electronic and physical filing and organizational systems.

Responsibilities with respect to Program Operations, Marketing and Outreach and Customer Service include, but are not limited to: evaluating, creating and maintaining a strong file management and record keeping systems; assist with the intake and processing of applicants; act as "front line" program person by answering and screening calls and visitors and resolving their concerns; research and compile demographic data; format and compose well designed correspondence, memorandums, reports, contracts, charts and similar program materials; assist with data and fiscal program management. Coordinate activities and distribute information about preventing childhood lead poisoning to new mothers and households with children under 6 years of age including daycares, physicians' offices, elementary schools, community centers, etc. Distribution may include but is not limited to community events, door to door outreach and direct mail. Work with Program Manager, Education and Outreach Coordinator and other program staff to develop annual outreach plan. Arrange and schedule details for staff, board, committee and other meetings, conferences, travel; schedule hotel stays, storage, moving needs and pre-bid meetings along with any other needs associated with the relocation of clients.

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NON-ESSENTIAL FUNCTIONS:

Support all members of the program as needed. Performs other duties as required.

REQUIRED KNOWLEDGE AND ABILITIES:

- Knowledge of record-keeping practices/techniques and the use of standardized forms
- Skills in eliciting, documenting and providing accurate information
- Skills in written and oral communication, interpersonal relations with persons from varied Socio-economic backgrounds
- Ability to meet, converse and work with a wide variety of officials, employees and the public
- Ability to meet pre-established timeframes and deadlines
- Ability to handle sensitive and confidential information
- Ability to handle emergency/crisis situations
- Ability to verify accuracy of information, resolve discrepancies and follow-up on outstanding activities
- Ability to coordinate and arrange schedules, meetings, conferences, travel and similar activities
- Ability to follow up and multi-task with accuracy and timeliness.

QUALIFICATIONS:

Associates degree in Business, Marketing, Social Services or an equivalent of education and experience. Exceptional computer skills with Microsoft Office Suite (Outlook, Excel, Word & PowerPoint) and MS Internet Explorer. Fluency in English (reading, writing & speaking) and Spanish preferred. Excellent customer services skills. A valid PA Driver's License, Class C is also required.