



TAHOE CITY PUBLIC UTILITY DISTRICT

Job Description

Job Title: Grants and Community Information Administrator
Department: Administrative Services
Supervised By: Chief Financial Officer
FLSA Status: Exempt
Revised as of: January 2016

JOB SUMMARY

To plan, prepare, and implement grant development and administration and public information programs; and to provide professional assistance to the Management Team.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Chief Financial Officer.

ESSENTIAL FUNCTIONS

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Research, prepare requests, applications, and proposals for grant funding; monitor grant applications, projects, amendments, contracts through closeout.
- Coordinate, administer, and participate in management of grant awards; develop and maintain grant budgets.
- Prepare periodic reports on grant status; establish and maintain interdepartmental and/or interagency communications.
- Coordinate development of programs for individual and business sponsorship of District programs.
- Establish and maintain strong working relationships with funding agency officials and public and private resources to secure funding and project approvals.
- Work with operating departments to implement a variety of communications materials including reports, news releases, brochures, presentations, surveys, special reports, newsletters, documents, website and electronic media content.
- Participate in coordination of tours, workshops and other public meetings.
- Maintain sound relations with external organizations including the local media.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Establish and maintain effective working relationships with co-workers and all others contacted in the performance of assigned duties.
- Utilize appropriate safety procedures and practices for assigned duties.
- Work safely and cooperatively with others.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Create and maintain outreach calendar for the District.
- Coordinate and assist with special events.
- Perform all other duties as assigned.

EMPLOYMENT STANDARDS

1. Knowledge of:

- Principles and practices of public administration, planning, project development, utility operations.
- Research methodologies; principles and techniques of report writing, data collection and analysis.
- Basic accounting principles and practices, fiscal analysis and budgeting.
- Procedures and organization of local government.
- Public communications best practices.
- Public grant programs.
- Modern office practices, methods, and computer equipment.
- Safe work practices.
- Principles and practices of customer service.

2. Ability to:

- Plan, organize and administer programs.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.
- Conduct organizational, operational and statistical analysis.
- Prepare professional written materials.
- Develop persuasive applications, proposals and assist with presentations.
- Comprehend and simplify complex information.
- Develop positive working relationships with other professionals.
- Demonstrate good interpersonal skills.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and professional written form.
- Understand both oral and written instructions and carry out in a positive manner.
- Operate and use modern office equipment including computers and applicable software.
- Establish, maintain and foster positive working relationships with those contacted in the course of work.

EDUCATION AND TRAINING REQUIREMENTS

1. Education and Experience Requirements:

Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's degree from an accredited college or university in business or public administration, planning, communications, or a related field.

Experience: Three (3) years of progressively responsible administrative experience.

2. Certification & Licensing Requirements:

- Possession of appropriate and valid driver's license and driving record that complies with District policy.

WORKING CONDITIONS

Work is performed in a typical temperature controlled office environment subject to typical office noise and conditions. Position requires working beyond normal business hours, attendance at evening meetings and/or weekend work and the ability to travel. (See detailed Job Analysis for a more complete list of physical and mental requirements.)

Reviewed by:  **Date:** 01/27/2015

Classified by:  **Date:** 01/15/2015

Approved by:  **Date:** 01/15/2015