

Job Description: LOCAL GOVERNMENT SERVICES PROGRAM SUPPORT AIDE

CLASS NO. 411

EEOC CATEGORY: Office and Clerical

PAY GROUP: 3/4

FLSA: Non-Exempt

SUMMARY OF POSITION

Performs routine clerical work and routine administrative support and/or technical program assistance work. Work involves operational support to the LGS department staff in the Information, Technical and Assistance, Program Administration and/or Evaluation of Plans or Programs. Other work involves providing consultative and technical services to other governmental agencies, community organizations and the general public. Work also involves establishing program goals and objectives; developing schedules, priorities and standards and maintenance of general service spreadsheets for the department. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Local Government Services Director.
2. Directs: This is a non-supervisory position.
3. Other: Has regular contact with representatives of local, state, and federal government agencies; and works closely with program specialists/coordinators/managers of the Planning Commission, area elected officials, private firms, consultants, contact with clients, volunteers, staff, public/private organizations and the general public.

EXAMPLES OF WORK

Essential Duties*

Prepares and disseminates information for grant application/project administration;

Travels to cities, counties, and agencies throughout the Panhandle to provide information and assistance;

Attends special meetings and training activities;

Collects, organizes and analyzes data required in the development of programs;

Studies and analyzes operations and problems in the local government services field;

Provides administrative support, including preparing required reports, correspondence and other documents;

May develop special administrative analyses and summaries;

As needed, by day or night, travels to cities, counties, and agencies throughout the Panhandle to provide information, technical assistance, planning assistance and project management services;

Attends seminars and workshops as needed and approved;

* for the purpose of compliance with the Americans with Disabilities Act (ADA)

Maintains departmental files for grant funded programs;
Prepares grant applications and ensures grants are properly administered;
Assists in field surveys;
Promotes ongoing region-wide communication and cooperation on matters of mutual concern;
Maintains current knowledge of laws, regulations, assistance programs, and financing methods in a variety of subject areas;
Transmits planning data to public and private organizations;
Assists with gathering and disseminating demographic and census information
Enters program information in various databases; and
Assists in special reports and plans, and carries out special projects as assigned by the Local Government Services Director.

Other Important Duties*

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Standard office practices and procedures; spelling and punctuation; organizational policies and procedures; state and federal grant programs and other grant programs.

Skill/Ability to: Communicate and provide technical assistance on state and federal grant programs; operate a computer using standard word processing and spreadsheet, power point and database software packages; prepare records, reports, and correspondence neatly and professionally; proofread material to ensure accuracy; maintain records and files with precision and accuracy; communicate effectively with the public; and establish and maintain effective working relationships with agency staff and other Planning Commission employees.

Adhere to all company policies, procedures and guidelines.

Bilingual preferred.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, plus at least two years of clerical, secretarial and/or public administration services experience;

or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

CERTIFICATES AND LICENSES REQUIRED

Obtain certification necessary for special grants; and

Appropriate Texas driver's license or available alternate means of transportation.