



City of Duluth  
3167 Main Street  
Duluth, Georgia 30096-3263  
(770) 476-3434

## JOB DESCRIPTION

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JOB TITLE: GRANT WRITER & ADMINISTRATIVE ASSISTANT, PART TIME

DEPARTMENT: Community Development & Engineering / Stormwater Division

SUPERVISOR: Stormwater Program Administrator

DATE: 6/14/2024

EEO CATEGORY: 06 – Administrative Support

EEOC FUNCTION: 10 – Community Development

WORKERS' COMP: 8810 – Clerical

FLSA: Non-Exempt (“Hourly”)

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer without notice as the needs of the employer and/or requirements of the job change.*

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### JOB SUMMARY:

The purpose of this position is to provide grant research and writing expertise along with administrative support to the Stormwater Division on a part-time basis.

Work includes researching, writing/applying for, coordinating, and assisting in the administration of grants specific to stormwater projects; assisting with the preparation of annual regulatory reports and permit documents; assisting with administrative duties within the

stormwater division including but not limited to answering phones, ordering supplies, mailing packages, running errands, and acting as backup to front planning desk, as needed.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*The duties listed below 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. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### **Grant Research and Writing (About 50%, maybe more pending available grants)**

Grant research and application are the primary functions of this position.

1. Learn the City's stormwater program, including local ordinances, EPD (Environmental Protection Division) and MS4 (Municipal Separate Storm Sewer System) regulations, NPDES (National Pollutant Discharge Elimination System) responsibilities, MNGWPD (Metro North Georgia Water Planning District) requirements, and other related stormwater obligations of an LIA (Local Issuing Authority).
2. Learn the City's stormwater prioritization process and project list including how a project is developed, executed, paid for, and maintained.
3. Research local, state, and federal opportunities for grant money to assist with meeting the goals of the project list and overall stormwater program.
4. Assist in determining the feasibility of grant opportunities.
5. Write grant applications and coordinate with others (internal and external to the City) as needed to pull together all supporting documentation needed for said application.
6. Develop relationships and coordinate with those in the County and State government who may assist in our grant application process, either through letters of support or through awarding of the actual grants.
7. Coordinate administrative operations that go along with applying for, accepting, and administering grants. This may include but is not limited to front-end paperwork, monthly reporting of expenditures, and final paperwork at project closeout.
8. Compile a list of grant opportunities and update it quarterly.

### **Administrative (About 50%)**

1. Assist with the coordination and preparation of annual stormwater reports, as directed.
2. Assist with audit preparations, as directed.
3. Assist with correspondence to/from the public, as directed. This may be oral or written communication and must be documented in the stormwater files, as needed.
4. Assist with setting up, sorting, organizing, and maintaining files, as directed.
5. Review/Proofread work by others for quality control.

6. Serves as tertiary backup for the Community Development front desk, as directed. This may include answering and directing calls, taking messages, and talking with the public.
7. Attend training as directed.
8. Orders supplies.
9. Runs errands.
10. Maintains a safe work area.
11. Prepares packages as needed.
12. Performs additional duties, including assisting other City departments as requested or required, particularly in emergencies.

Essential Duties and Responsibilities of All City Employees:

1. Adheres to all applicable state and federal laws, ordinances, policies, procedures, rules, and regulations.
2. Endeavors to continuously improve the services provided to the citizens of Duluth.
3. Demonstrates work initiative and positive suggestions for improvement.
4. Performs other related duties and functions as directed, or which are readily apparent.
5. Demonstrates good interpersonal communication skills with citizens, co-workers, and supervisors.
6. Works as scheduled.
7. Accepts and follows instruction, evaluation, and correction.
8. Demonstrates interest and initiative in learning new techniques and procedures; practices continuous learning through individual study, classroom training, seminars, webinars, and conferences, as needed; attends scheduled training, as directed.
9. Helps other employees when needed or asked.
10. Assists in training new employees, as needed.
11. Carries assigned workload.
12. Wears acceptable and clean clothing/uniform.
13. Demonstrates acceptable personal hygiene and grooming.
14. Demonstrates appropriate decision-making/problem-solving ability.
15. Follows chain-of-command.

**SUPERVISION RECEIVED:**

Performs work under the direct supervision of the Stormwater Program Administrator.

**EMPLOYMENT STANDARDS:**

*Employees must be at least 21 years of age and must be legally able to accept work in the United States.*

Experience, Training and/or Education:

*Any combination of experience, training, and education which provides the required knowledge, skills, and abilities to perform the duties and responsibilities of the job will be considered.*

1. A High School diploma or state-issued GED is required. College experience and/or degree preferred.
2. Three years of previous work experience in grant writing, customer service and general clerical duties in an office environment is required. Additional specific experience in writing applications for state and federal grants specific to stormwater projects is preferred.
3. Training from a recognized institution in office technology, secretarial science, office administration, business administration, public relations, or closely related areas is desirable.
4. Written and/or spoken fluency in a foreign language (particularly Spanish or Korean) is desirable.

Other Requirements:

*Failure to: (1) obtain and maintain all required certifications, licenses, and commissions as required; or (2) failure to successfully complete all required training; or (3) failure to meet other job requirements may result in discipline, up to and including termination of employment.*

1. Possession of a valid class C Georgia Driver's License is desired, but not required.
2. Acceptable Motor Vehicle Record (MVR).
3. Take and pass a criminal history and background investigation.
4. Must be willing to work various hours, and various days of the week during emergencies or other critical times.

**TOOLS AND EQUIPMENT USED:**

While performing the duties of this job, the employee uses and operates a variety of tools and equipment, including:

Office Equipment – computer, various office suite-type software (including MS Word, Excel, PowerPoint, etc.), printer, plotter, calculator, telephone, fax machine, copy machine, camera, computer keyboard and mouse, cell phones, iPads, and various other office related equipment.

Planning Documents – maps, plats

Motor Vehicles - passenger car or pickup truck

**KNOWLEDGE, SKILLS & ABILITIES:**

*The requirements listed below are representative of the knowledge, skills, and abilities (KSAs) required for satisfactory performance of the job duties and responsibilities at a “Fully Proficient Level.” Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Knowledge:**

- Knowledge of City’s Stormwater Program.
- Knowledge of proper research techniques.

- Knowledge of grant agencies.
- Knowledge of best practices relating to grant writing.
- Knowledge of modern, general office practices and clerical procedures (including alphabetical and numerical filing systems, business correspondence and record management).
- Knowledge of general office technology and related equipment.
- Knowledge of the principles and practices of providing exceptional customer service.
- Knowledge of the safe operation of tools and equipment used in the job.
- Knowledge of safe work methods.
- Knowledge of body mechanics is necessary to safely lift and move light objects in the office.
- Knowledge of applicable federal laws and administrative rules; state laws and administrative rules; and city ordinances.
- Knowledge of Department and City policies, procedures, directives, rules, and regulations.
- Knowledge of geography, road network, public facilities, and emergency facilities of the City.
- Knowledge of map formats and symbols used in reading maps.
- Knowledge of basic standard American English grammar, punctuation, spelling, language usage and vocabulary.
- Knowledge of basic mathematics.

**Skill:**

- Skill in operation of listed tools and equipment, particularly a personal computer utilizing a variety of software.
- Skill in safely lifting and moving light objects typically found within an office setting.

**Ability:**

- Ability to prepare routine correspondence and clear and concise reports.
- Ability to complete applications completely and correctly with sufficient detail to articulate the reason behind the request.
- Ability to understand and follow complex oral, written or demonstrated instructions.
- Ability to read maps and plats.
- Ability to process information, applications and forms requiring accuracy, thoroughness, and attention to detail.
- Ability to meet and deal tactfully and courteously with property owners, citizens, developers, builders, City officials and the general public.
- Ability to drive and operate the assigned vehicles and equipment in a safe and efficient manner.
- Ability to work independently under general supervision.
- Ability to perform the essential duties and responsibilities of the job.
- Ability to learn the specific operations, procedures, and equipment of the office.

- Ability to operate assigned equipment and tools safely and efficiently.
- Ability to be constantly alert and aware of the hazards involved and apply safety practices and principles in reporting and preventing accidents within the work environment.
- Ability to perform duties according to federal and state laws and administrative regulations; city ordinances; Departmental policy, procedures, directives, rules, and regulations; and external directives.
- Ability to provide exceptional customer service.
- Ability to apply standard solutions to recurring situations.
- Ability to observe and analyze situations quickly and objectively and, using good judgment, determine an effective and efficient course of action to be taken with due regard to the task, hazards, situation, and circumstance.
- Ability to work well in a multi-tasked environment amid frequent interruptions and to redirect focus of attention to a task after an interruption.
- Ability to assign priorities to tasks and to reassign priorities as the situation and circumstances change.
- Ability to search for information from many various sources in order to respond to appropriate and relevant requests or to complete required duties.
- Ability to organize information for the employee's own use in their official capacity, and to present it to others for their use.
- Ability to work within deadlines to complete projects and assignments.
- Ability to analyze, plan, and organize work.
- Ability to maintain records within filing systems (file management).
- Ability to communicate and effectively convey information to other persons orally and in writing.
- Ability to speak clearly so that it is understandable to a listener.
- Ability to listen actively.
- Ability to provide information and explanations of the processes and procedures of the Stormwater Department to the public.
- Ability to read, speak, write, and spell using standard American English grammar.
- Ability to handle difficult and emergency situations in an effective, safe, timely and legal manner.
- Ability to recall and relate details of incidents in order to present information to concerned parties.
- Ability to understand and follow quickly and accurately oral, written and demonstrated instructions and procedures.
- Ability to successfully complete the Department's training programs, as needed, following employment/assignment.
- Ability to read and interpret maps in order to find locations and to give accurate directions.
- Ability to communicate effectively with people in a courteous, tactful, and fair manner.
- Ability to establish and maintain effective working relationships with a wide range of persons, including supervisors, peers, other city employees, and the general public.
- Ability to successfully interact with people of different social, economic, and ethnic backgrounds.

- Ability to work effectively as an individual and as a team member.
- Ability to accept responsibility, acknowledge mistakes, and share successes.
- Ability to adapt to change and changes in work conditions, and work in an environment of growth and innovation.
- Ability to problem-solve and make decisions.
- Ability to work flexible hours on varying days of the week, including weekends as required during emergencies or other critical times.
- Ability to input data into a computer or onto forms with accuracy and completeness.
- Ability to perform basic mathematical calculations with speed and accuracy.
- Ability to obtain information through observation and interview.
- Ability to assert self appropriately.
- Ability to properly handle confidential information.

### **PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Testing and/or evaluation of these requirements may be conducted as part of the selection process. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

While performing the duties of this job, the employee is:

- frequently required to use their hands to finger, handle, feel or operate objects, tools, or controls—such as to operate a variety of office machines and equipment.
- frequently required to reach with hands and arms.
- frequently required to sit, stand, and walk.
- frequently required to talk (to convey information, ask questions, etc.)
- frequently required to hear ordinary conversations (such as questions from residents on the phone or in person, etc.)
- frequent lifting light items utilizing proper body mechanics and techniques.
- occasionally required to kneel, bend or stoop.
- occasionally exposed to dust.
- occasionally exposed to irate individuals.

### **WORK ENVIRONMENT:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee normally works in an office environment, and may be occasionally exposed to dust. The noise level in the work environment is usually moderately quiet.

**EQUAL OPPORTUNITY EMPLOYER:**

The City of Duluth is an Equal Opportunity Employer. The City will conform with all applicable local, state, and federal laws concerning employment and will not illegally discriminate with regard to age, sex, sexual orientation, gender identity, race, color, religion, national or ethnic origin, disability, genetic information or other legally protected status or classification, except where mandated or permitted by law as a bona fide occupational qualification.

It is the policy of the City of Duluth to provide equal employment opportunity for all applicants and employees. This policy applies to all areas of employment including recruitment, hiring, training, promotion, compensation, benefits, transfer and other terms and conditions of employment.

**AMERICANS WITH DISABILITIES ACT (ADA):**

The City of Duluth, in compliance with the Federal law, will provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss potential accommodations with the employer.