



CITY OF DAWSONVILLE

GRANTS TECHNICIAN

ADM/7
Non-Exempt
1500 General

JOB SUMMARY

This administrative position is responsible for performing clerical duties related to the city's grant and license/tax functions.

MAJOR DUTIES

- Searches for viable grants for the city.
- Receives, reviews, sorts, dates and processes all grants.
- Responds to queries concerning the status of grants; resolves related issues.
- Advertises as required for grants.
- Establishes and maintains files and records.
- Notarizes documents.
- Assists applicants in the inquiry and completion of applications.
- Calculates and collects business license fees.
- Coordinates the license renewal process for existing business.
- Enters payments and verifies deposits collected in the cash receiving system are accurate.
- Assists other departments as needed.
- Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of modern office practices and procedures.
- Knowledge of computers and job related software programs.
- Knowledge of department and city policies and procedures.
- Skill in oral and written communication.
- Skill in the provision of customer services.
- Skill in data entry.
- Skill in the preparation of clear and precise reports.

SUPERVISORY CONTROLS

The City Clerk assigns work in terms of general instructions. Review of work through performance evaluations, reports, and observation of department activities. Completed work spot-checked for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include City Code of Ordinances, personnel and financial policies, state records retention guidelines, and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related clerical and customer service duties. The need for accuracy contributes to the complexity of the position.
- The purpose of this position is to provide clerical support for city accounts payable operations. Success in this position contributes to the accuracy and efficiency of those operations.

CONTACTS

- Contacts are typically with co-workers, other city personnel, vendors, and the general public.
- Contacts are typically to give or exchange information, to resolve problems, or to provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing or stooping. The employee occasionally lifts light objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.

LICENSE AND CERTIFICATIONS

- Valid Class C Driver's License.
- Must have and maintain a satisfactory Motor Vehicle Record (MVR).

SALARY RANGE

Based on level of qualifications and experience.