

Council Agenda Report

Date: June 13, 2016

Prepared by: Ginger Heatwole, Finance Director

Submitted by: Sandra Tripp-Jones, City Manager 

SUBJECT: Job Description for Grants Assistant/Purchasing Technician

Recommendation: That Council approve the job description for a Grants Assistant/Purchasing Technician Accounting Clerk.

Discussion:

In the FY17 budget, a new position has been added for a Grants Assistant/Purchasing Technician Accounting Clerk in the Finance Department. This part time position will provide oversight of purchasing and grants. The job description attached elaborates on the main duties this employee will be performing. The position will not be filled until the FY17 budget has been approved by Council.

Fiscal Impact: The position is in the 2017 budget for \$26,832 which is in the FY 2017 Proposed Operating and Capital Budget.

Approved by: 

City of Cambridge, Maryland
CLASS SPECIFICATION
GRANTS ASSISTANT/ PURCHASING TECHNICIAN ACCOUNTING CLERK

DEFINITION OF CLASS: This is highly responsible clerical work performing bookkeeping and accounting work, including the exercise and control over a specified number of books and accounts, verification and maintenance of more complex financial records and the preparation of a periodic summary reports involving the application of complex bookkeeping principles. Employees in this class are proficient in the operation of financial and billing systems and computers and perform assignments using a high degree of independent judgement and initiative. Work is performed under general supervision with increased supervision for more difficult tasks. This is a "Classified, Non-Exempt" position.

EXAMPLES OF DUTIES (Includes, but is not limited to):

- Assist departments and City Manager in management of grants.
- Maintain a master list of grants by department.
- Maintain a centralized database of all information needed for grants (including but not limited to applications, MOUs, operational and financial reports, communications with grantor).
- Assist departments in preparing financial reports as needed reconciling them to the general ledger.
- Assist departments in preparing other reports as needed.
- Assist in coding of payments and receipts to grants.
- Ensure deadlines for submissions of reports, applications, etc. are met.
- Perform administrative duties such as filing, copying, correspondence, mailings.
- Work to enhance and improve grants management processes and increase efficiencies.
- Initiates contacts with vendors in relation to materials, invoices and contracts.
- Obtain and study comparative prices and quotations.
- Maintain close relationship with vendors and manufacturers.
- Assist staff with questions and inquiries related to purchasing.
- Advise staff as to appropriate choices of standard items to be purchased for offices.
- Consult with personnel regarding goods to be purchased which best meet their needs and completes related detail in regard to same.
- Coordinate cooperative bidding and other purchasing activities for departments as directed.
- Perform special projects related to purchasing and inventory management.
- Serve as cashier, receiving and receipting money for taxes, parking tickets, permits, bills, fees, etc.
- Receive visitors, screen and answer telephone inquiries, attempting to resolve complaints regarding charges or services, and providing general information from personal knowledge or through referral.
- Assist in tax sales questions and other troubleshooting.
- Compose and type correspondence of a routine nature. Design and type forms to expedite the processing of recurring transactions.
- Open, sort, and distribute mail.
- Perform other related duties as required.

MINIMUM QUALIFICATIONS:

Associates in Accounting and 5 years of bookkeeping experience preferred.

Strong purchasing experience preferred.

Ability to proficiently operate office equipment.

Considerable knowledge of and ability to interpret departmental rules and regulations governing work.

Good knowledge of business spelling and grammar.

Ability to communicate effectively both orally and in writing.

Ability to deal courteously and tactfully with the public.

Ability to work well with other departments

Ability to work accurately.

Ability to work independently.