



Grant Worker A

Category: Classified
Pay Grade: C55
Job Code: 01475

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs work assisting the manager or managers of a specific department or departments of the County; maintains assigned duties in conformance with the grant; may perform staff work or line operations.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Provides assistance to managers in staff or line work relating to the requirement of the grant;
- Coordinates the activities of volunteer personnel as needed within the section or department;
- Interacts with customers and assists accordingly;
- Completes various paperwork and reports as needed;
- May attend meetings and trainings;
- May act as a department liaison;
- May provide grant oversight and program research;
- May assist in the organization of events and activities;
- May operate air monitoring network, perform quality assurance activities, and troubleshoot instruments and air monitor sites;
- May calibrate instruments;
- May interact with the data acquisition system;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Training, education, experience, and other credentials vary by position in order to identify one or more appropriate candidates to perform the tasks and activities relating to a grant; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Ability to perform the work as outlined in the grant application.
- Ability to receive the public with tact, patience, and courtesy.
- Ability to apply computer applications and software.
- Ability to communicate effectively, both orally and in writing.

PHYSICAL/MENTAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Visual ability: sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Standing: Particularly for sustained periods of time.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in a dynamic environment that requires me to be sensitivity to change and responsiveness to changing goals, priorities, and needs.