Job Description: Assistant Grants Manager/Deputy Clerk

- Part time position up to 30 hours per week

Position Title: Assistant Grants Manager

Position Summary

The Assistant Grants Manager provides support in the administration and coordination of grants awarded to the Village of Dolgeville. Working under the supervision of the Village Treasurer and Village Engineer, this position assists with the preparation of required documentation, tracks grant-related activities, and facilitates communication with funding agencies and consulting engineers.

Essential Duties and Responsibilities

1. **Data Collection and Documentation:**
    - Assist in gathering and organizing timesheets, in-kind service records, and other documentation required for grant compliance and reimbursement.
    - Maintain detailed and accurate records of grant activities, expenditures, and correspondence.
2. **Coordination and Reporting:**
    - Work closely with the Village Treasurer and Village Engineer to ensure timely submission of reports and reimbursement requests.
    - Communicate directly with funding agencies and consulting engineers to provide or obtain necessary information.
3. **Budget and Expenditure Tracking:**
    - Assist in monitoring grant budgets and expenditures to ensure adherence to funding guidelines.
    - Notify the Treasurer and Engineer of any discrepancies or potential budgetary concerns.
4. **Compliance and Audit Preparation:**
    - Support the preparation of compliance documentation and respond to audit inquiries.
    - Assist with the organization of supporting materials required by funding agencies during audits or reviews.
5. **Administrative Support:**
    - Track grant deadlines and project timelines, providing reminders and updates to the Village Treasurer and Engineer.
    - Draft correspondence, meeting notes, and other documentation as directed.
    - Perform other relevant duties as assigned.
6. **Communication and Liaison:**
    - Act as a point of contact between the Village, funding agencies, and consulting engineers.
    - Attend meetings and workshops related to grant-funded projects as needed.

Qualifications

1. **Education and Experience:**
    - High school diploma or equivalent required; Associate's degree or coursework in Public Administration, Finance, or a related field preferred.
    - Previous experience in grants management, finance, or administrative support is a plus but not required.

2. **Skills and Abilities:**
    - Strong organizational and time management skills.
    - Proficiency in Microsoft Office Suite (e.g., Word, Excel) or similar software.
    - Excellent written and verbal communication skills.
    - Ability to collaborate effectively with supervisors, funding agencies, and external consultants.
3. **Knowledge:**
    - Familiarity with grant compliance and reporting requirements is preferred.
    - Understanding of funding agencies such as FEMA, NYS DOS, NYS DEC, NYS EFC, and DASNY is a plus but not mandatory.

Work Environment

- Primarily office-based, with occasional travel to project sites or meetings.
- Work may occasionally require flexible hours to meet deadlines or attend grant-related events.

Position Title: Deputy Clerk

Position Summary

The Deputy Clerk provides support directly to the Clerk. Working under the supervision of the Village Clerk and Village Mayor, this position assists with the various day to day tasks.

Essential Duties and Responsibilities

- Answering phones
- Filing
- Prepare tax searches
- Distribute mail
- Preparing necessary letters
- Issuing birth and death records (Deputy Registrar of Vital Statistics)
- Processing payment receipts
- Water and Sewer billings
- General customer service

Qualifications

1. **Education and Experience:**
    - High school diploma or equivalent required

2. **Skills and Abilities:**
    - Strong organizational and time management skills.
    - Proficiency in Microsoft Office Suite (e.g., Word, Excel).
    - Excellent written and verbal communication skills.