

JOB TITLE: DATABASE & GRANT SPECIALIST	SOC CODE:	FLSA CLASSIFICATION: NON-EXEMPT
OFFICE LOCATION: HYBRID OR REMOTE	REPORTS TO: EXECUTIVE DIRECTOR	
STATUS: FULL TIME OR PART TIME		
NORMAL WORK HOURS AND DAYS: REGULAR OFFICE HOURS ARE 8:00 AM TO 4:30 PM MONDAY THROUGH FRIDAY.		
APPROVED BY:  DATE: 7/21/2023		

Under the general direction of the Executive Director, this position is responsible for managing the client database, ensuring program performance reports are completed and submitted in a timely fashion, assisting with administrative activities, and contributing to a positive office environment for staff and clients of the Disability Law Center.

ESSENTIAL FUNCTION STATEMENT:

Essential functions, as defined under the Americans with Disabilities Act, are the basic job duties that an employee in this position must be able to perform, with or without reasonable accommodation.

Database Administration

- Manage proprietary database system;
- Develop and maintain current training materials for use of the system;
- Perform updates to the database;
- Train new staff in database use;
- Provide database technical assistance to all agency users;
- Accurately input and retrieve information from database for reports;
- Ensure data entered by program staff is accurate and complete, including appropriate funding and eligibility requirements; and,
- Develop and prepare reports as requested.

Grant Administration

- Prepare all federal and state mandated program performance reports by researching necessary information, obtaining and analyzing data, writing and submitting reports in collaboration with staff and administration;
- Monitor and evaluate annual progress toward the agency priorities and objectives;
- Identify achieved goals and recommend opportunities for enhancement or improvement;
- Maintain an annual calendar of deadlines for program reports;
- Coordinate grant compliance efforts with the management team;
- Make presentations regarding the status of annual priorities and objectives to the Board of Directors as needed; and,
- Assist in establishing agency Priorities and Objectives and annual agency work plan.
- Assist and coordinate grant application submissions with the management team

Administrative & Program Assistance

- Provide telephone and office support when Office Assistant is not present;
- Conduct intake for applicants seeking assistance when needed;
- Review and organize notes and documents obtained through the intake process for efficient and accurate presentation during the intake review process; and,
- Organize and maintain client filing system.

NON-ESSENTIAL FUNCTION STATEMENT:

Non-essential functions are important to the position; however, could be redesigned or reassigned to other employees, if necessary.

Non-Essential Functions:

- Other projects/duties as assigned.

Supervisory Responsibilities:

- None

QUALIFICATIONS:

Education and/or Experience:

- **Minimum:** High school diploma or equivalent; and, Five (5) years in an office setting with progressively responsible professional experience.
- **Preferred:** Bachelor's degree from an accredited college in social work, or related field; Experience working with people with disabilities.

Skills, Knowledge and Abilities:

- The ability to work appropriately to maintain client and staff confidentiality.
- Excellent verbal and written communication skills and proficient in Microsoft Office.
- Knowledge of office practices and procedures, sound judgment, critical thinking, and problem solving ability.
- The ability to work well with a diverse groups of people.
- Possess sound judgment, problem-solving ability and the ability to listen and evaluate information objectively.
- The ability to develop positive working relationships.
- The ability to handle conflicts with diplomacy and tact.
- The ability to handle crisis calls from people under stress.
- The ability to adapt to new technology quickly.
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- The ability to organize electronic and paper data.
- The ability to prioritize work and manage conflicting deadlines.

- Ability to communicate clearly and concisely both verbally and in writing, including business writing and plain language.
- Highly motivated and proactive with the ability to plan and execute work independently with minimal supervision.

Physical Requirements:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to remain in a stationary position 50% of the time and to occasionally move about inside the office to access file cabinets, office machinery, etc. The employee is rarely required to stoop, kneel, crouch, or crawl.
- Computer/keyboard and telephone skills are a frequent function.
- The employee in this position frequently communicates with the public, clients, and coworkers and must be able to exchange accurate information in these situations.
- The employee may occasionally lift and/or move up to 10 pounds, rarely lift and/or move up to 25 pounds and is never required to lift and/or move up to 50 pounds.

Environmental Conditions:

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.

Work is performed in a climate controlled administrative office environment with moderate noise level.

ADA:

The employer will make reasonable accommodations in compliance with the Americans with Disabilities Amendments Act of 2008.

OSH Act:

The person in this position is not to handle any human body fluids, biological agents, laboratory chemicals, or be exposed to hazardous materials such as noise, asbestos, or carcinogens.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.