



# City of Edgewater

P.O. Box 100 • Edgewater, Florida 32132-0100

## Grant Clerk (Part-Time) Position Available January 29, 2025

Position Title:	Grant Clerk (Part-Time)
Closing Date:	Open until filled
Annual Salary:	\$27,422.72 (101) No Benefits Offered
General Summary:	Under direct supervision, performs clerical duties to maintain all City, County, State, and Federal grant records. Reports to a department director or their designee.
Description:	<p>Assists in the development and submission of monthly &amp; quarterly reports for awarded grants.</p> <p>Ensures all contract deliverables are fulfilled following agency documentation requirements.</p> <p>Assists in the coordination and preparation of reimbursement documentation following grant requirements.</p> <p>Coordinates and communicates Period of Performance (POP) extensions and change orders.</p> <p>Ensures that Certificates of Insurance (COIs), Performance Bond documentation, and Notices of Commencement (NOCs) are obtained for various grant-related projects and communicated to the appropriate grant agencies, as necessary.</p> <p>Coordinates public meetings with supporting documentation to fulfill grant agency agreement deliverables.</p> <p>Establishes and maintains finance audit files for awarded grants.</p> <p>Completes record keeping on the City shared drive for closed/completed grants.</p> <p>Maintains grant records and files following the award grant agency.</p> <p>Assists in the creation of quarterly City Council reports.</p> <p>Maintains City grant website updates as required by State and Federal agencies.</p> <p>Fosters positive employee relations and employee morale on a City-wide basis.</p> <p>May be required to return to work to assist with emergency management preparation, response, and/or recovery activities.</p> <p>Performs other related work as required.</p>
Minimum Qualifications:	<p>A high school diploma. (required)</p> <p>2 - 4 years of customer service and general office or records management experience.</p> <p>Business and computer training required.</p> <p>Excellent verbal and written communication skills.</p> <p>A valid Florida driver's license. (required)</p> <p>Any combination of training and experience that equips a person with the essential knowledge, skills, and abilities.</p>
<p>Applications may be obtained from the Human Resources Department, or from our web site <a href="http://www.cityofedgewater.org">www.cityofedgewater.org</a></p> <p>Education documents must be submitted at time of application</p> <p>EOE/DFWP/VP</p>	