

**City of New York
DEPT OF RECORDS & INFO SERVICE
Job Posting Notice**

Civil Service Title: COMMUNITY ASSISTANT	Level: 00
Title Code No: 56056	Salary: \$28,675.00/\$32,976.00-\$37,201.00 Frequency: ANNUAL
Business Title: GRANT ASSISTANT	Work Location: 31 Chambers St., N.Y.
Division/Work Unit: GRANT UNIT	Number of Positions: 1
Job ID: 169143	Hours/Shift: 35 HOURS/ FULLTIME
Job Description	
<p>The Department of Records is seeking to hire a Grant Assistant who will:</p> <ul style="list-style-type: none"> • Process Local Government Records Management Improvement Fund (LGRMIF) proposals submitted by other City agencies. • Reviews grant proposals to ensure it meets LGRMIF mandates. • Arrange meetings with agency grant personnel to assist in preparation of grant application and advise them of allowable project expenditures. • Prepare material and literature for dissemination on the subject of authorized vendors, records management storage requirements, mandated storage boxes and shelving units that may be required for their project. • Communicate with grant personnel during grant period to gather information on the progress of grant project(s). • Collect grant applications and review expenditures at end of grant period. • Create spreadsheets. • Type memorandums. • Read materials relating to assigned agencies. • Perform other duties when assigned. 	
Minimum Qualification Requirements	
<ol style="list-style-type: none"> 1. There are no formal education or experience requirements for this position. However, the ability to understand and carry out simple instructions is required. 2. Candidates must be able to understand and be understood in English. 	
Preferred Skills	
<ul style="list-style-type: none"> • One year of satisfactory full-time professional experience in grant administration. • Strong analytical skills with attention to detail; excellent verbal and written communication skills; • Proficiency in Excel, PowerPoint, Access, Word, Microsoft Projects and Internet; • The ability to handle multiple tasks in a fast paced environment. • Demonstrate teamwork and organizational skills and work well under pressure with the ability to see tasks through to completion without significant guidance 	
Additional Information	
THIS IS A GRANT FUNDED POSITION	
Residency Requirement	
<p>New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.</p>	
To Apply	
<p>Search for the Job ID # 169143 External Candidates please go to www.nyc.gov/careers Current NYC employees please go to www.nyc.gov/ess</p>	
<p>NO E-MAILS, PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED.</p> <p>NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED. CANDIDATES SELECTED FOR INTERVIEW MUST PROVIDE WRITING SAMPLE.</p>	
<p>APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL.</p>	
Posting Date: 09/23/2014	Post Until: 10/06/2014

The City of New York is an Equal Opportunity Employer