
WIOA Administrative Assistant

Position Summary

The Administrative Assistant performs a variety of administrative, secretarial and clerical duties of a moderately difficult nature.

Compensation

Salary Range: \$42,000 – 47,000 annually

Salary commensurate with experience and qualifications. This position is eligible for benefits including health insurance, retirement contributions, paid time off, and other benefits as outlined in the employee handbook.

Essential Duties and Responsibilities

- Assist with the preparation and submission of grant applications, ensuring all required documents are complete, accurate, and submitted on time. Support the development and review of other related documents, including reports and compliance paperwork
- Coordinates and manages board meetings, including scheduling, member file organization, minute-taking, and maintaining accurate records. Ensures compliance with all relevant regulations and policies pertaining to board members and staff.
- Answers incoming calls, provides routine information, and directs inquiries to the appropriate staff member
- Run monthly reports in Jobs4TN for grant reporting.
- Following the completion of monthly reports, staff will access Smart and Simple to input grant contract information and track participant requirements for each program category, including Youth, Dislocated Worker, and Adult programs
- Prepare and transcribe minutes for IFA meetings, Operations Committee Meetings, LWDB Meetings and Youth and Opportunities Meetings ensuring accuracy and timely distribution.
- Engage with the Business Services Team to distribute Worksite Approvals for WEX
- Assist with detailed program reports in QuickBooks on a monthly basis, organize data into spreadsheets
- Uses VOS software to view and create reports for Business Services and the WIOA program
- On a monthly schedule, input dollar values into numerous spreadsheets for grant contracts
- Create and build spreadsheets as required, and proactively enhance Excel skills by exploring new features and techniques during downtime.

- Prepare meeting materials, packets, and handouts, to ensure a smooth and professional environment
- Ensuring the board's compliance with relevant regulations, documentation and organizational policies
- Performs other clerical work as required
- Develop WIOA Infrastructure Agreement operating budget for one-stop delivery system by calculating applicable shared operating costs and combining them into a master budget in order to calculate percentages paid based on full-time equivalency and square foot usage.
- Coordinate and provide input for Memorandum of Understanding (MOU) for WIOA Infrastructure Agreement.
- Manage monthly invoicing to state and local partners included in the Infrastructure Agreement (which includes utilizing Tennessee Department of Labor and Workforce Development Grant Management Solution system – SmartSimple).
- Complete quarterly reconciliations of IFA invoicing and report results during IFA MOU Quarterly meetings; conduct routine financial projections to ensure budget adherence.

Qualifications

Education and Experience

- High school including or supplemented by courses in general office practices
- Experience in business informatics
- Associates or Bachelor's degree preferred

Skills and Competencies

- Knowledge in Excel, Word, Adobe, Outlook and PowerPoint
- Knowledge of WIOA policies and procedures
- Knowledge of on-the-job training, incumbent worker training and consolidated business grants
- Knowledge of modern office practices, procedures and equipment
- Ability to type accurately from plain copy and from rough draft at a reasonable rate of speed
- Ability to assemble and bind various documents
- Ability to maintain records and files in accordance with established procedures
- Ability to establish and maintain an effective working relationship with the public or other employees

Physical Requirements

- Ability to sit for extended periods while working at a computer

- Capability to lift and move supplies up to 25 pounds
- Manual dexterity for operating office equipment

Work Environment

- Professional office setting
- Standard business hours with occasional flexibility required for meeting support

Supervision

- Reports to: WIOA Director
- Supervises: None

Pre-Employment Requirements

- Successful completion of pre-employment drug screening
- Satisfactory results from criminal background check

Equal Employment Opportunity

SCTDD (South Central Tennessee Development District) is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, genetic information, or any other protected characteristic under federal, state, or local law. We are committed to providing reasonable accommodations to qualified individuals with disabilities in accordance with the Americans with Disabilities Act (ADA).

Disclaimer

This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position. Duties and responsibilities may be added, deleted, or changed at any time at the discretion of management, formally or informally, either verbally or in writing.

Nothing in this job description restricts managements right to assign or reassign duties and responsibilities to this position at any time.

Employee Acknowledgment

I acknowledge that I have received and reviewed this job description. I understand the essential functions, requirements, and responsibilities of this position. I further understand that this job description does not create an employment contract and that my employment remains at-will.

Employee Signature

Date