Administrative Assistant.111 – Closing Date: 02/17/2012

II. JOB SUMMARY

Briefly describe the general purpose of the job in one or two sentences.

- This position **headquartered in Morgantown, WV** provides overall program management including grant management, logistical planning for all program events, acquisition of program materials, and management of day-to-day operations for the statewide Energy Express literacy and nutrition program in the WVU Extension Service in over 80 communities in more than 40 counties of West Virginia. This position is partially funded (.70 FTE) from the AmeriCorps grant which expires on 10/31/2011 and from 4-HYD (.30 FTE). **Overnight stays required during program training**.

III. DUTIES AND RESPONSIBILITIES

List and completely explain the current duties and responsibilities of the position. Indicate the average percentage of time spent performing each separate job duty. Describe what the duties and responsibilities are and how they are performed. Consider work performance over a 12-month period. Employees must use their own words to describe duties and responsibilities. ***The copying of a generic job description or another employee's PIQ verbatim is not acceptable and the PIQ will be returned***. The percentages must total 100%. Duties that take less than five (5) percent should be combined into at least five (5) percent.

% of time	Duties and Responsibilities

55% PROGRAM MANAGEMENT

- Manage daily operations of Energy Express state office.
- Maintain an up-to-date knowledge of AmeriCorps provisions and their application to Energy Express.
- Establish deadlines for the Energy Express calendar to ensure faculty and staff are proceeding on target with their assigned tasks.
- Prepare and update manuals detailing Energy Express policies and procedures.
- Produce program materials, grant narratives, and other communications in collaboration with faculty and principal investigator.
- Research and gather material and data and arrange in workable order for the Director; serve as a source of information on status of projects.
- Establish and maintain contact with various entities, both internal and external to the University, that interact with Energy Express, including Office of Sponsored Programs, service agencies, governmental offices, vendors, and funding sources.
- Communicate information to faculty and staff, primary local contacts, site supervisors, AmeriCorps Members, state and local partners, and funding bodies.
- Serve as contact person for Energy Express activities and events based on in-depth and up-to-date knowledge of Energy Express philosophy, structure, activities, and status.
- Organize and coordinate planning of Energy Express annual training for as many as 600 participants. Oversee all logistics including lodging, meals, and travel.
- Develop training agendas including those with as many as 225 disparate sessions or activities for 600 participants.
- Provide on-site supervision of events, meetings, and training sessions (i.e., technical assistance meetings, evaluation meetings, site leadership training sessions, AmeriCorps member training sessions) as deemed appropriate by the Director. Responsibilities include preparing and closing-down the sites; providing information to participants; assisting trainers with such items as audio-visual needs, handouts, and physical environment; coordinating the Energy Express on-site office and handling routine and emergency requests. Serve as liaison to external conference and facility managers and other vendors.
- Review site applications and conduct follow-through with applicants as needed.
- Coordinate the acquisition of more than 24,000 children's books by negotiating with book distributors regarding availability of titles, distribution, cost and deadlines. Develop protocols for ordering, shipping, storage and distribution of more than 24,000 books across the state. Communicate with local program sites about procedures.
- Evaluate the effectiveness of office processes, both fiscally and administratively, and make recommendations and/or take corrective action when necessary.
- Serve as backup Departmental Card Coordinator. Insure that all published WV State and Research Corporation rules, policies, and procedures are followed.

30% GRANTS MANAGEMENT

- Oversight of complex fiscal and proposal components of the Energy Express program of the 4-H Youth Development Unit.
- Assist in preparation of grant applications and ensure the application is compatible with finance, purchasing, legal, and audit regulations.
- Assist principal investigator (PI) in budget preparation for grants and proposals.
- Advise principal investigator with input from the Finance and Business Grants Administrator to provide quality service in the pre-award and closeout aspects of grant and contract administration to ensure accuracy and compliance with granting agency and institutional policies.
- Run monthly budget and expenditure reports in the MAP/Oracle system to audit, review, analyze, and interpret fiscal activities for Energy Express grants and fees accounts.
- Review current financial status and forecast future financial scenarios.
- Oversee development of local site budget procedures and Excel templates for a variety of budget scenarios.
- Participate in compliance reviews and audits.

Pre-award:

- Prepare and review proposals prior to submission for required forms, format, signature, and budget information based on Extension Service, University, and agency guidelines, including direct cost, cash management, and cost accounting standards.
- Coordinate any revisions with principal investigators upon completion of review process.
- Establish budget funds and files upon receipt of award notices. Include copies of proposal, signed agreement, approved budget, names of individuals authorized to sign documents, and any special provisions regarding billing, handling of equipment, budgetary restrictions, etc.
- Advise and explain policies and procedures for management and staff in assigned site locations. Prepare files and accounting records for potential on-site audits.
- Process grant with Extension Finance Business Office via hard copy, electronics, and E-grants, formats as required by granting entity.

Post-award:

- Review award documents. Prepare award cost-sharing budget; prepare and distribute cost-sharing notification with input from WVU Extension Human Resources.
- Review problem requisitions, cost transfers, over expenditures, etc. and work with appropriate office to correct problems prior to processing. Monitor end dates to process documents prior to grant termination.
- Reconciles expenditures posted to accounts with documentation from procurement card charges, direct payments, and cost transfers. Researches all transactions posted for which there is no documentation for accuracy and initiates corrections when necessary. Obtains documentation when warranted.

10% SUPERVISION RESPONSIBILITIES

- Directly supervises 1 non-exempt (1.00 FTE) employee, reviewing and approving hours worked by each pay cycle deadline.
- Establishes work schedules, discusses work assignments, provides performance management feedback, sets performance goals, and mediates conflicts.
- Meets with subordinate to review and complete the Supervisor/Employee Agreement form required for all non-exempt employees within WVU Extension.
- Works with WVU Extension HR and 4-H unit HR contact to develop counseling letters to improve performance or subordinate.
- Approves time worked and leave requests for 1 classified employee through the use of MyAccess.
- Schedules and conducts annual performance appraisal, or more often if needed.
- Assists subordinate with professional development in areas of project management, time management, and/or other areas of need through personal assistance, or by suggesting workshops, seminars, or other training tools.
- Updates position descriptions every three (3) years with 4-H unit HR contact person as required by University Policy.
- Provides project specific training, guidance and supervision to work-study students as needed.

5% PROFESSIONAL DEVELOPMENT

- Continue professional development by attendance at and participation in appropriate training sessions.
- Attend AmeriCorps Program trainings and meetings as needed.
- Attend various meetings on and off-campus as required.

TOTAL OF ALL PERCENTAGES MUST EQUAL 100%

IV. QUALIFICATIONS

Education/Knowledge

1. List the level and type of **minimum** education required to qualify for this position **not** for the incumbent.

- Bachelor's degree in business, public administration, or related field, or an equivalent combination of education and experience.

2. What licenses or certification(s) (e.g. electrician's license) if any, are **required** for the position? Specifically state the reason for this licensor requirement (supervisor's preference, state or federal law, etc.).

- Driver's license to travel independently.

3. What specific skills are **required** in order to carry out the duties of the position?

KNOWLEDGE:

- Thorough knowledge of generally accepted accounting principles and their application to accounting problems with the ability to interpret, apply, and explain these requirements.
- Broad knowledge about the complex field of sponsored program funding, with a demonstrated understanding of regulatory, legal, and compliance issues within grants management (or research administration).

SKILLS:

- Excellent critical thinking, problem-solving, and decision-making skills
- Excellent organizational skills, including the abilities to plan, coordinate, set priorities, and direct the work of others.
- Strong oral and written communications skills with the ability to communicate clearly and concisely with a wide variety of contacts and to explain complex guidelines, to justify recommendations, and to interact with regulatory agencies and auditors.
- Strong mathematical and analytical skills necessary to perform financial calculations and projections.
- Excellent computer skills using Windows environment and Microsoft Office suite of applications including Microsoft Excel and others.

ABILITIES:

- Demonstrated ability to establish and maintain effective relationships and deal tactfully with departments, organizational units, related programs, and external agencies.
- Ability to work independently and collaboratively.
- Ability to organize information, draw logical conclusions, and prepare reports.
- Ability to manage multiple projects simultaneously with frequent and changing deadlines.
- Ability to maintain strict confidentiality in any situation as dictated.
- Strong attention to detail.
- Ability to facilitate teamwork and to resolve conflicts.
- Demonstrated ability to train and supervise employees.
- Ability to interpret and convey the various and often complex guidelines and procedures set forth by various sponsoring agencies, granting agencies, West Virginia University, and West Virginia University Extension Service.
- Ability to rapidly acquire knowledge of policies and procedures of WVU, WVU Extension Service, Office of Sponsored Programs, WVU Foundation, 4-H Youth Development, and Energy Express.
- Ability to analyze and interpret complex sponsored funding contractual agreements.
- Ability to effectively manage complex, multi-funded grants awarded by the federal government, state agencies, industry, private donors, and funds administered via WVU Foundation accounts.
- Ability to learn, interpret, explain, and apply external regulations including, but not limited to, OMB Circular A-21, A-110 and A-133, Cost Accounting Standards, Code of Federal Regulations and Federal Acquisition Regulations as necessary.

Experience

1. In addition to the knowledge/education, please describe the type and **least** amount of **prior directly related** work experience typically required, if any, for a person coming into this position. Experience listed here is considered as concurrent not cumulative.

Type of Experience Needed	Amount of Experienced Needed (Months/Years)
• Program administration/management	• 1-2 years
• Business software experience to include Microsoft Word and Excel, email and internet access	• 1-2 years
• Event planning experience preferred	• 1-2 years
• External funds accounting and grants management experience preferred	• 1-2 years

The knowledge, skills and abilities listed above are typically acquired through the levels of education and experience listed. However, any equivalent combination of education and/or experience which provide an applicant with the listed knowledge, skills and abilities to perform the essential duties and responsibilities of the job is acceptable.

V. COMPLEXITY AND PROBLEM SOLVING

This section measures the degree of problem solving required, the types of problems encountered, and how these problems are solved. Consider the amount of judgment and thought required as determined by the complexity of duties. Also consider whether guidelines, standards, and precedents are available to assist in solving problems.

Please list the common types of problems faced in this position and the course of action you take to solve these problems.

Energy Express is a multimillion-dollar program funded through grants and contracts with multiple state and federal agencies and organizations, each with its own set of rules, regulations and procedures. There are also individual site budgets for each of the 80 local Energy Express sites. This requires problem solving with numerous local agencies and organizations as part of budget management. Energy Express typically serves more than 3,000 children in more than 80 communities across the state. The field staff includes site supervisors who are professional educators, 600 AmeriCorps Members, Extension Agents and numerous local partners. Communication and problem-solving is complex both in scope and depth.

1. This position must promote positive public relations in communications with all stakeholders. Requires quick assessment of requests and prompt response, which may necessitate the composing of documents such as program profiles or supplying

program information and statistics. Such responses are required to promote the continuation of program opportunities and funding that provide beneficial services for West Virginians.

2. Adhering to the principle of continuous improvement necessitates analyzing the effectiveness and efficiency of all aspects of program planning and implementation. This position must formulate strategies to improve program delivery from site applications through program evaluation for a statewide program in West Virginia communities.

3. This position is responsible for all logistics of a three-day statewide training for 600 participants. Duties include having adequate supplies available, working with presenters to meet their needs, insuring space and room arrangements for each session, making accommodations for persons with disabilities, and insuring that lodging and meal arrangements are complete. This requires well-developed problem-solving and organizational skills, attention to detail and public relations finesse.

4. This position is responsible for managing a myriad of different grants, each with their own complex requirements and procedures, resulting in the continuous need to differentiate among these to insure sound financial management. For example, Energy Express receives a major portion of its funding through 1) an AmeriCorps grant through the Corporation for National and Community Service; and 2) a West Virginia Education and the Arts grant. There are budget differences in the two grants which add to the complexity and problem solving required for grant management. The grants have complex cost-sharing requirements. Adding to the complexity, different budget terminology is used by WVU and funding agencies and each has different rules and regulations. Accounting principles must be applied to both sets of rules and every transaction must be converted from WVU budget terminology to funding agency terminology. For instance, meals at training events are considered hospitality by WVU. Under AmeriCorps, meals are listed as "Member Support Costs" and are further defined under "training and education." Problems are resolved by closely monitoring the existing financial system; generating monthly reports on expenditures and sharing these with Sponsored Research Accounting for accuracy in their financial reporting; and working closely with funding agencies to anticipate and prevent any difficulties.

5. A detailed budget calendar must be developed and maintained which establishes timelines for overlapping ending and starting dates of different funding sources. Budgets must be developed to allow for different start and end dates with enough built in flexibility to cover all expenditures within the required time frames.

6. At times, it is necessary to address problems involving personnel. This requires an ability to apply human resource policies and procedures, and to recommend problem-solving strategies to subordinate.

VI. FREEDOM OF ACTION

This section measures the degree to which the position is structured as is determined by the types of control placed on work assignments. Controls are exercised in the way assignments are made, how instructions are given to the employee, how work assignments are checked, and how priorities, deadlines and objectives are set. Controls are exercised through established precedents, policies, procedures, laws and regulations which tend to limit the employee's freedom of action.

1. Describe the type of guidance and review the supervisor gives the incumbent in this job and how often (i.e., daily, weekly) the supervisor checks or inspects the work.

Type of Guidance and Review	How Often
• Position is expected to exercise considerable judgment and discretion in performing duties. Must be able to work independently and take initiative to perform duties with limited supervision.	• As necessary

2. Describe the policies and procedures or formal regulations which guide the actions in this job.

- West Virginia University Board of Governors
- West Virginia University Extension Service
- 4-H Youth Development
- Energy Express
- Corporation for National and Community Service
- Volunteer West Virginia (State of West Virginia)
- West Virginia University Research Corporation
- West Virginia Department of Education and the Arts (State of West Virginia)

VII. SCOPE AND EFFECT

This section measures the position's responsibility for accomplishing the mission of the institution and West Virginia higher education systems. **Describe** the types of decisions regularly required of the position, and how the position's work product

supports, guides or develops the goals of the work unit, department, and institution. Take into consideration the size of the area that could be affected if the position's duties were preformed incorrectly and any long-term affects of such an error. Assume that any error is not due to sabotage, mischief or lack of responsible attention and care for the duties of the position.

- Communication errors or misjudgments at the local, state, and national level could result in negative publicity for West Virginia University and West Virginia University Extension.
- Failure to adequately coordinate ordering more than 24,000 books for distribution across the state could result in poor program delivery, reduced program impact and lost credibility with funders and stakeholders.
- Failure to negotiate appropriate training facilities and costs could result in budget over runs.
- If overlapping starting and ending dates are mismanaged, there will be insufficient funds to cover personnel and other program expenditures. Compliance reviews conducted by granting agencies consistently assign great importance to the appropriate management of grant funds in accordance with given policies and procedures. Energy Express, a major outreach program of WVUES, cannot be implemented without external funding. Funding will be lost if grant funds are not managed well.
- Failure to compose and submit technical reports, grant narratives and communications to stakeholders could result in the loss of funds.

VIII. BREADTH OF RESPONSIBILITY

For what functional area(s) does this job have formal and ongoing management accountability and responsibility? List the specific functional areas of management responsibility and briefly indicate the level of responsibility and accountability with respect to primary activities performed.

[***Note: Not applicable to classified positions at WVU. No information needed here.***]

Functional Area	Management Responsibility/Accountability
N/A	**N/A**

IX. CONTACTS

This section appraises the responsibility for working with or through other people within and outside the State College and University System of West Virginia to get results. Consider the purpose and level of contact encountered on a regular, recurring and essential basis during operations. Consider whether the contacts involve furnishing or obtaining information, explaining policies or discussing controversial issues. This factor considers only those contacts outside the job's immediate work area.

INTRA SYSTEMS (within the West Virginia Higher Education Systems)

With whom does the position regularly communicate within West Virginia higher education systems in order to perform the duties (e.g., faculty members outside your area, managers of other units, Vice Presidents)? What is normally discussed and how often does it occur (e.g., daily, weekly)?

Title	Communicate About What	How Often
• Energy Express Program Leader	• Exchange of information, planning, policies and procedures	• As needed
• Energy Express faculty and staff	• Exchange of information	• As needed
• 4-H Youth Development Director, faculty and staff	• Exchange of information	• As needed
• Office of Sponsored Programs	• Resource issues, awards, applications	• As needed
• Sponsored Programs Accounting Staff	• Monthly budget reports for agencies, complicated budget reporting	• As needed

EXTERNAL (outside the West Virginia Higher Education Systems)

With whom does the position regularly communicate outside the West Virginia higher education systems to perform the duties (e.g., students, suppliers, governmental agencies, product representatives)? What is normally discussed and how often does it occur (e.g., daily, weekly)?

Title	Communicate About What	How Often
• Local agencies	• Exchange of information	• Seasonal
• State agencies	• Exchange of information	• Weekly
• Federal agencies	• Exchange of information	• Monthly
• Legislators	• Exchange of information	• Seasonal
• Facility managers/vendors	• Arrangements/purchases	• Seasonal

X. DIRECT SUPERVISION EXERCISED

This section looks at the type of supervision this position has over other employees. Consider the degree of direct supervision exercised over others in terms of the level of subordinate jobs in the organization and the nature of work performed. Only the formal assignment of such responsibility should be considered; informal work relationships should not be considered. Supervision of student workers may be taken into account if they are essential to the daily operation of the unit. Do not include temporary or contract employees. **The Human Resources Office will verify the types of employees supervised.**

1. Are you responsible for assigning tasks and monitoring the work of others (lead)?

Yes: ☒ No: ☐

Title	Headcount	Total FTE (to be verified by HR Office)
▪ Secretary.203	▪ 1	▪ 1.00

2. Are you responsible for hiring, firing, performance appraisals, etc. for others?

Yes: ☒ No: ☐

Title	Headcount	Total FTE (to be verified by HR Office)
▪ Secretary.203	▪ 1	▪ 1.00

3. Does this position supervise students who are essential to the daily operations of the Unit?

Yes: ☐ No: ☒

If yes, please indicate the total number of FTE students supervised and briefly describe the function of the students.

Function	Headcount	Total FTE (to be verified by HR Office)
▪	▪	▪

XI. INDIRECT SUPERVISION EXERCISED (Supervision over first-line supervisors)

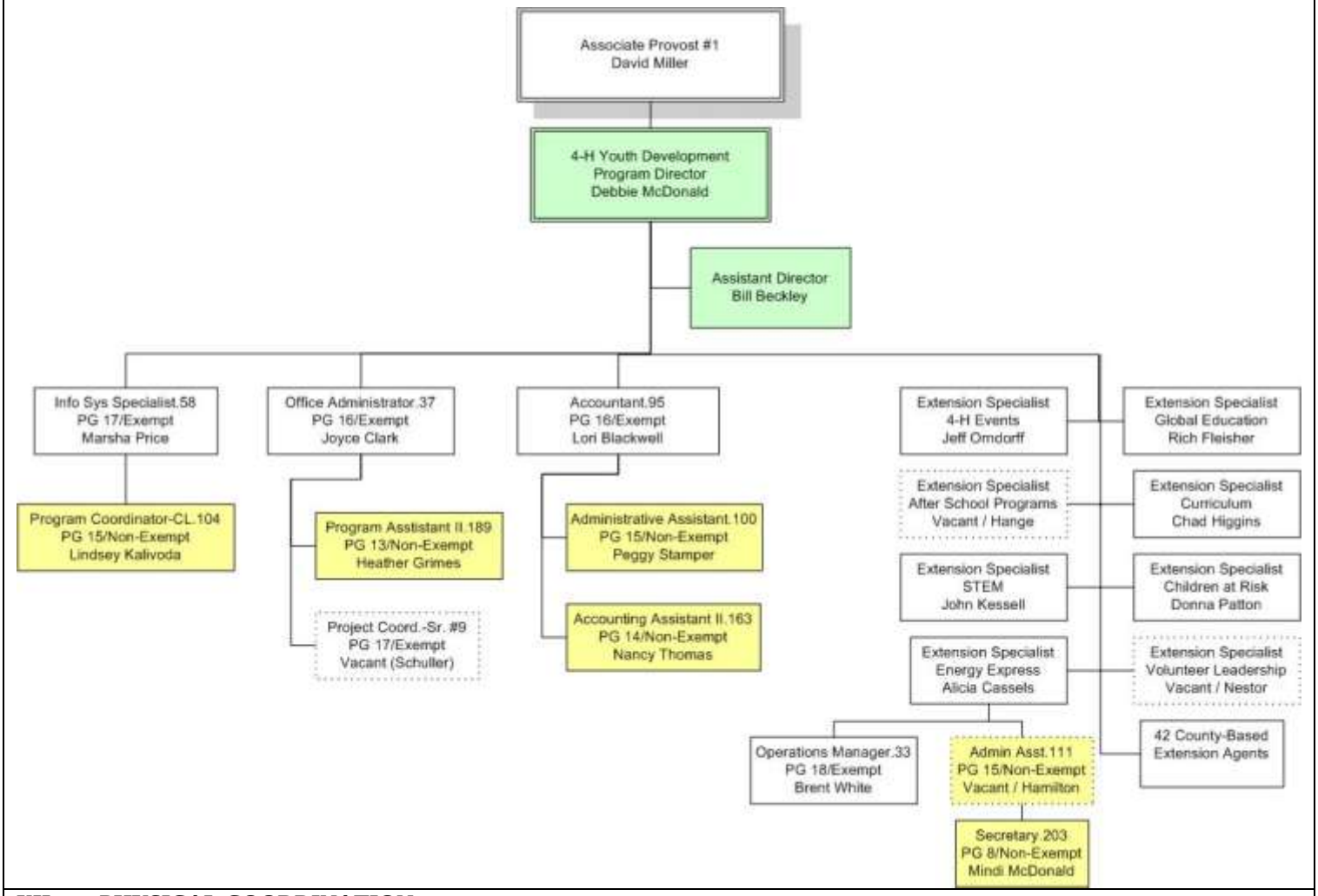
This section considers the position's responsibility for the indirect supervision of subordinates informal work relationships are not considered. Indicate the number of indirect employees under this position's line of authority. The number of subordinates should be reported in full-time equivalency (FTE) and not head count.

1. List the official title(s) of the employee(s) this position indirectly supervises.

Title	Headcount	Total FTE (to be verified by HR Office)
▪	▪	▪

ORGANIZATIONAL REPORTING RELATIONSHIPS

- PLEASE ATTACH A FLOW CHART FOR YOUR ENTIRE DIVISION AND/OR DEPARTMENT TO THIS PIQ. ***FAILURE TO PROVIDE THIS FLOW CHART WILL RESULT IN A DELAY IN THE PIQ REVIEW PROCESS!***



XII. PHYSICAL COORDINATION

This section looks at the motor skills involved in performing this job. Consider the following issues; complexity of body movements; speed/timing of movements; precision of movements; and need for close visual attention.

Please give an example of the physical coordination required to perform this job, such as the amount of accuracy required to use a hand or power tool or operate a specific instrument or type of equipment.

- High level of manual dexterity to operate computer keyboard, fax machine, photocopier, and telephone. Constant eye movement when working with computer.

XIII. WORKING CONDITIONS

This section considers the quality of working conditions as measured by lighting adequacy, temperature extremes and variations, noise pollution, exposure to fumes, chemicals, radiation, contagious diseases, heights and/or other related hazardous conditions.

Check all items that describe the conditions or environment, in which the position works and provide an example:
Frequency (FQ):

A=All of the Time (90% or more per year) **M**=Most of the Time (50% or more per year)
S=Some of the Time (Less than 50% per year) **R**=Rarely (Less than 10% per year) **N**=Never

Condition	Frequency	Example
Normal office environment	A	
Use of computer	A	
Inadequate ventilation	N	
Extremes in temperature	R	
Outside weather conditions	R	
Wetness/humidity	R	
Dust/fumes/odor *(from normal daily conditions)*	N	
Heights *(over 10 feet)*	N	
Moving parts *(tools and machinery)*	N	
Vibrations	N	
Electrical current	N	
Excessive noise	N	
Respirables *(asbestos, silica, coal, e.g.)*	R	
Animals	N	
Radiation	N	
Chemicals	N	
Toxic conditions/fumes	N	
Contagious diseases	N	
Body fluids	N	
Other *(please list)*:		

XIV. PHYSICAL DEMANDS

This section measures the physical demands of the job as measured by the exertion placed on the skeletal, muscular and cardiovascular systems of the incumbent. Consider both how much and how often it occurs.

Describe any physical effort in the job, such as standing, lifting, carrying, bending, walking, etc., and list how often (daily, weekly, etc.) it happens.

Physical Effort	How Often
▪ Use of computer monitor, occasional lifting items weighing no more than 50 lbs.	▪ Daily
▪ Extended periods of time sitting, using keyboard. Some standing, walking stairs, lifting, and bending.	▪ Daily

Administrative Assistant.111 – Closing Date: 02/17/2012

Application Process:

- Applicants must follow West Virginia University application guidelines when applying for classified positions.
- It is the responsibility of each applicant to provide the Department of Human Resources with written documentation supporting qualifications for the position.
- An incomplete application may disqualify you from further consideration.
- All information on the form MUST be current.
- This will ensure your application for employment receives a complete and thorough review. Application packets must be received by 5:00 p.m. of the above closing date.
- Applicants cannot fax any of their application materials.

Send completed applications to:

West Virginia University
Department of Human Resources/Employment Unit
PO Box 6640
Morgantown, WV 26506-6640

CLOSING DATE: February 17, 2012