Administrative Assistant.100 – Closing Date: 03/09/2012

II. JOB SUMMARY

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

- This position has two significant areas of responsibility for the West Virginia University Extension Service (WVUES), **Charleston Satellite Office:**
  - Responsibility for reviewing and monitoring the budget of external grants and contracts including: ATV Safety, CYFAR, C.S. Mott Afterschool, Benedum Foundation, WV Department of Education, WV Department of Education and the Arts, WV Department of Health and Human Resources, MetLife (National 4-H Council) and Health Rocks as well as additional grants as approved by the supervisor. This includes auditing and processing state and research corporation expenditures under the policies set forth by the granting entities, processing accounts payable, accounts receivable, preparing collected funds for deposit, and reporting deposits to the appropriate department within the University.

  - Provide complex professional administrative support to two 4-H Youth Development Unit Extension Specialists. This position is responsible for travel reporting for professional and paraprofessional employees.

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**
50% - Grants and Contract Management	• Oversight of complex fiscal and proposal components of the Charleston site of the 4-H Youth Development Unit state and federal grants processed through the 4H Youth Development Unit. • Assist in preparation of grant applications and ensure the application is compatible with finance, purchasing, legal, and audit regulations. • Assist principal investigators (PI) in budget preparation for grants and proposals. • Advise principal investigators with input from the Finance and Business Grants Administration 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. • Act as a liaison between the 4H Youth Development Unit Charleston Office and the Extension Business and Finance office. • Run monthly budget and expenditure reports in the MAP/Oracle system to audit, review, analyze, and interpret fiscal activities for grants, Urban, and fees accounts. • Act as DCC for cardholders on grants processed through Charleston Office of 4-H Youth Development Unit. **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 programs. Prepare files and accounting records for potential on-site audits. • Process grant with Extension Finance Business Office via hard copy, electronics, Egrants, and grants.gov formats as required by granting entity. **Post-award:** • Review award documents. Prepare award cost-sharing budget; prepare and distribute cost-sharing notification. • 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.

25% Administrative Support	• Processes requests for two conference room scheduling. • Comply with MAP/Oracle processes through training sessions conducted in group settings, one-on-one sessions, e-mail notices, and by telephone. • Coordinate programmatic workflow of the 4H Youth Development Unit Charleston Office to ensure clear communication of appropriate tasks for faculty members and to maximize efficiency. • Initiate correspondence to parties external to the University such as service agencies, governmental offices, vendors, funding sources, etc. Obtain, on own initiative, background or reference information from file or other sources. • Serves as a contact on University and WVU Research Corporation policies and procedures to faculty, program staff, non-university employees, and collaborators by directing inquires to the appropriate person or office. • Federal fund procurement card holder for the 4H Youth Development Unit Charleston Office, responsible for making allowable purchases and keeping required log on that card and support documentation for 3 years. • Based on knowledge of ongoing office programs, anticipate project needs and initiate work schedule to accomplishment goals. • Maintain travel records of CYFAR and Urban staff and 4H Youth Extension Specialists in the local office. • Review for accuracy travel reimbursement requests for CYFAR and Urban staff and 4-H Youth Extension Specialists and county agents traveling on CYFAR money, as well as non-employees. Filing travel reimbursements with State, Research Corp, and WVU Foundation.
10% - Procurement Card Coordinator	• State and Research Corporation Departmental Card Coordinator (DCC) for CYFAR and Afterschool Grants cardholders (currently 5 Research cardholders, 2 State cardholders) • Reviews and makes necessary edits to transactions in Pathway Net software to insure that expenditures map to the correct funding source and line item in the MAP/Oracle system • Reviews receipts to insure that purchases adhere to State and Research Corporation guidelines and report any questionable programmatic purchases to supervisor/principal investigator. • Communicates with cardholders about missing, illegible, and unsigned receipts as well as receipts including state tax to insure that proper documentation is received in a timely manner, including log sheets, hardcopy, and documentation pertaining to pending electronic orders • Contacts vendors to resolve issues involving improper transactions when cardholders are unable to. Processes and files dispute forms if a resolution cannot be reached • Advises cardholders of procurement card policies and procedures including restricted items, credit limits, properly detailed receipts and the time frame for their submission to the DCC, as well as applicable purchasing laws and guidelines and ensures that cardholders follow P-card policies and procedures. • Ensures that key internal controls are in place to prevent misuse including verifying potential cardholder's eligibility to obtain a procurement card and distributing cards to cardholders • Completes, signs, and submits procurement card applications, cardholder agreements, and maintenance forms to P-card Administration for processing • Determines or verifies the following: credit limit, single transaction limit, number of daily transactions, number of monthly transactions, and default accounts for each procurement card. • Disseminates updated procurement card information to cardholders. • Ensures that procurement cards are cancelled and destroyed upon cardholder's termination or separation from employment. • Reports lost or stolen P-cards to P-card Administration and submits a maintenance form for a replacement card. • Provides updated contact information to P-card Administration. • Identifies possible ethics law violations related to inappropriate activity by cardholders and reports to P-card Administration. • Attends all required DCC training as directed by WVU Procurement Services and State policies, including procurement card policies, purchasing policies, ethics training, and travel guidelines • Maintains files for each cardholder's receipts and supporting documentation • Reviews procurement card policies and procedures with new cardholders and reviews updates with cardholders. • Inform P-Card Administration of new grants that are to be put into the system for mapping.
10% Accounts Payable	• Prepare and submit invoices and required accounting forms to process direct payments for expenses in compliance with guidelines set by the State of WV and WVU. • Communicate with employees and vendors to ensure that invoices are processed and paid on time. • Researches MAP/Oracle for registered vendor FIMS information, verify correct vendor addresses, and

	process for new vendor information when necessary. • Complete on-line MAP/Oracle requisition forms when purchases cannot be made using either a procurement card or thru direct pay and submit for approval by WVU Procurement Services. • Receive items on line in MAP/Oracle and process related invoice(s) for payment. • Pay miscellaneous vendors using procurement card when necessary. • Create and maintains direct pay vendor files with copies of invoices, requisitions, and purchase orders.
5% Accounts Receivable	• Receive funds for registration fees for program materials, prepare deposit slips and deposit funds into the WV State Treasurer's Office account at BB&T. • Prepare required paperwork and submit to WVU Cash Management Office to advise them of deposits made and identify the account to be debited. • Maintain file with copies of documentation to support all accounts receivable transactions. • Monitor fee accounts to ensure that deposits are debited properly and expenses credited.
5% - Miscellaneous	• Reserves conference calls through AllWorks, WVNET, or WV Educational Network. Maintains reservations file/log and cancels calls as needed • Reserves conference rooms for 4H Youth specialists and other Extension programs as requested. • Purchase supplies for 4H Youth specialists and programs (also, office supplies and copy and fax paper as needed for the Charleston Satellite Office) using procurement card. • Attends MAP/Oracle training sessions conducted in group settings, one-on-one sessions, electronic mail, or by telephone. • Attend professional development sessions as suggested by supervisor and business manager. • Other duties as assigned.

TOTAL OF ALL PERCENTAGES MUST EQUAL 100%

IV. QUALIFICATIONS

Education/Knowledge

Suggested:

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

   - Bachelor's degree in related subject matter to perform work of this nature such as Business Administration or Accounting or equivalent. Equivalent years of experience can be substituted for education.

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.).
   - Valid driver's license

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

Knowledge

- Demonstrated knowledge of methods in organization, personnel, and fiscal management procedures including budget management to analyze and interpret accounts for reporting purposes and budget control.
- Working knowledge of grants processing for assistance in the proposal submission process, payment of allowable expenditures within grant awards and agency reporting.
- Knowledge of personnel and administrative policies and procedures for both faculty and staff.
- Demonstrated knowledge of accounts payable/accounts receivable procedures.
- Demonstrated knowledge and understanding of Generally Accepted Accounting principles (GAAP) theories and their applications to accounting practices.
- Demonstrated knowledge of correct grammar usage of the English language.
- Demonstrated knowledge of various software applications.

Skills

- Conflict resolution and mediation skills.
- Strong mathematical and analytical skills necessary to perform financial calculations.
- Strong oral and written communications skills to communicate clearly and concisely with a diverse audience in a professional, businesslike manner.
- Computer skills using Windows applications and electronic mail. Skills using the Oracle application preferred.
- Demonstrated organizational and time management skills to manage multiple projects, reports, faculty/support staff requests, and workload.
- Interpersonal skills to interact professionally with the WVU community and external stakeholders.

Abilities

- Demonstrated ability to independently plan, coordinate, and initiate actions necessary to implement administrative or group decisions or recommendations.
- Demonstrated ability to define procedural problem, collect and evaluate data, draw valid conclusions, and provide alternative recommendations.
- Demonstrated ability to use analytical skills to organize information, perform financial calculations, and prepare fiscal reports.
- Ability to work weekends or evenings on short notice required.
- Ability to rapidly acquire thorough knowledge of West Virginia University, Extension Service, Office of the Associate Provost for Extension and Public Service, and USDA-Extension Service policies and procedures as they relate to federal grants.
- Ability to maintain strict confidentiality in any situation as dictated.
- Demonstrated ability to establish and maintain cooperative working relationships.
- Demonstrated ability to plan, organize, and set priorities regarding the work to be accomplished.
- Ability to work independently in a structured environment exercising judgment, tack, and diplomacy.
- Ability to manage comprehensive multiple projects simultaneously.
- Ability to function as a team leader and team member.
- Ability to maintain confidentiality, attendance and punctuality standards.
- Ability to travel statewide for meetings/training.

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)
▪ Experience in high volume automated environment to acquire ability to understand and explain complex guidelines and interact with faculty to justify recommendations and enforce policy.	▪ 1-2 years
▪ Related experience in grants and contract management.	▪ 1-2 years
▪ Related experience in accounts payable and receivable, grants and contract management.	▪ 1-2 years
▪ Experience ensuring compliance with stakeholder regulations and proposal budgeting and costing	▪ 1-2 years
▪ Experience using computer accounting, spreadsheet, and word processing software	▪ 1-2 years
▪ Project management experience	▪ 1-2 years
▪ Experience working with budgets and financial reporting	▪ 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 application 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.

- The WVU Extension Service depends on state, federal, not-for-profit, and privately-held entities to fund a variety of relevant programs for the citizens of West Virginia. Each funding entity requires WVUES to follow specific documentation standards and reporting regulations within an established time frame. These standards and regulations must be applicable to the policies and procedures set forth by the financial division of both the University and Research Corporation.

- Compliance with all such local, state, and federal guidelines are crucial and must be recognized as adding complexity to solving many of our problems. Problem solving in this position often involves a quick recognition of procedures, applying appropriate regulation, and completing tasks quickly and efficiently to maximize a program's success.

Type of Guidance and Review	How Often
▪ Employee exercises a high degree of independent decision making in carrying out the duties of the position.	▪ As needed
▪ Meets with 4-H Youth Extension Specialists and others for formal discussions involving grants and contracts	▪ Weekly

▪ Problem solves	▪ As Needed
▪ Conflict resolution on sensitive issues	▪ As Needed

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

- USDA, NIFA policies
- WV Department of Health and Human Resources policies
- WV Department of Education.
- WV Board of Governor's policies
- WVU policy regulations for state and Research Corporation for procurement services, human resources, and travel
- WVU Office of Sponsored Programs
- WVU Foundation Inc.
- WVU Extension Service policies

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 effects 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.

- WVU Extension Service represents the University in 55 counties and interacts with local citizens, potential students, politicians, public educators and program participants. Errors in *grant* processing would result in substantial costs, inconveniences, and disruption of services. WVU's reputation can be jeopardized in local communities. WVUES programs are supported from a variety of state and federal grants and contracts. Fiscal errors can also have a detrimental impact on continued funding.

- This position is the oversight of p-cards being located throughout three counties in the State. This position must be able to obtain documentation in a timely manner in order to map the expense to the correct account and expense type in order to follow the prescribed policies of WVU and the State of WV. Failure to do so may result in the loss of card privileges by the holder and loss of funding from granting entities.

- Multiple funds and grants supply resources for a variety of program efforts. Failure to adhere to specified regulations within established time frame could result in loss of current funding and hamper future funding needs.

- Failure to adhere to the policies and procedures of the University and Research Corporation could result in delays for the accessing of funds. Improper timing of processing blue sheets will delay program start up time. Delay in filing for no cost extension could result in under financing of program efforts; thus, not meeting the goals of the program initiative.

- Misuse of WV/WVU Research Corporation procurement card(s) could result in losing credit card purchasing privilege.

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

▪ Extension Specialists	▪ Budget status, resource planning, answer questions	▪ Daily
▪ WVUES Faculty and staff	▪ Problem resolution	▪ As needed
▪ CYFAR Faculty	▪ P-card regulations	▪ Weekly
▪ WVUES Office of Finance and Business	▪ Financial matters – Grant resource questions	▪ As needed
▪ WVU Procurement	▪ P-card issues and resolution	▪ As needed
▪ WVUES Office of Human Resources	▪ Payroll issues and resolution	▪ As needed
▪ WVUES 4H Youth Dev Unit	▪ Resource and financial issues and questions	▪ As needed
▪ WVUES APO	▪ Resource issues and questions	▪ 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**
▪ Vendors	▪ A/P and A/R	▪ As needed
▪ National 4-H, WV DHHR, WV DOE	▪ Grant procedures	▪ As needed
▪ Additional funding agencies	▪ Program rules and regulations	▪ As needed

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)

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

Yes: ☐ No: ☒

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

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)

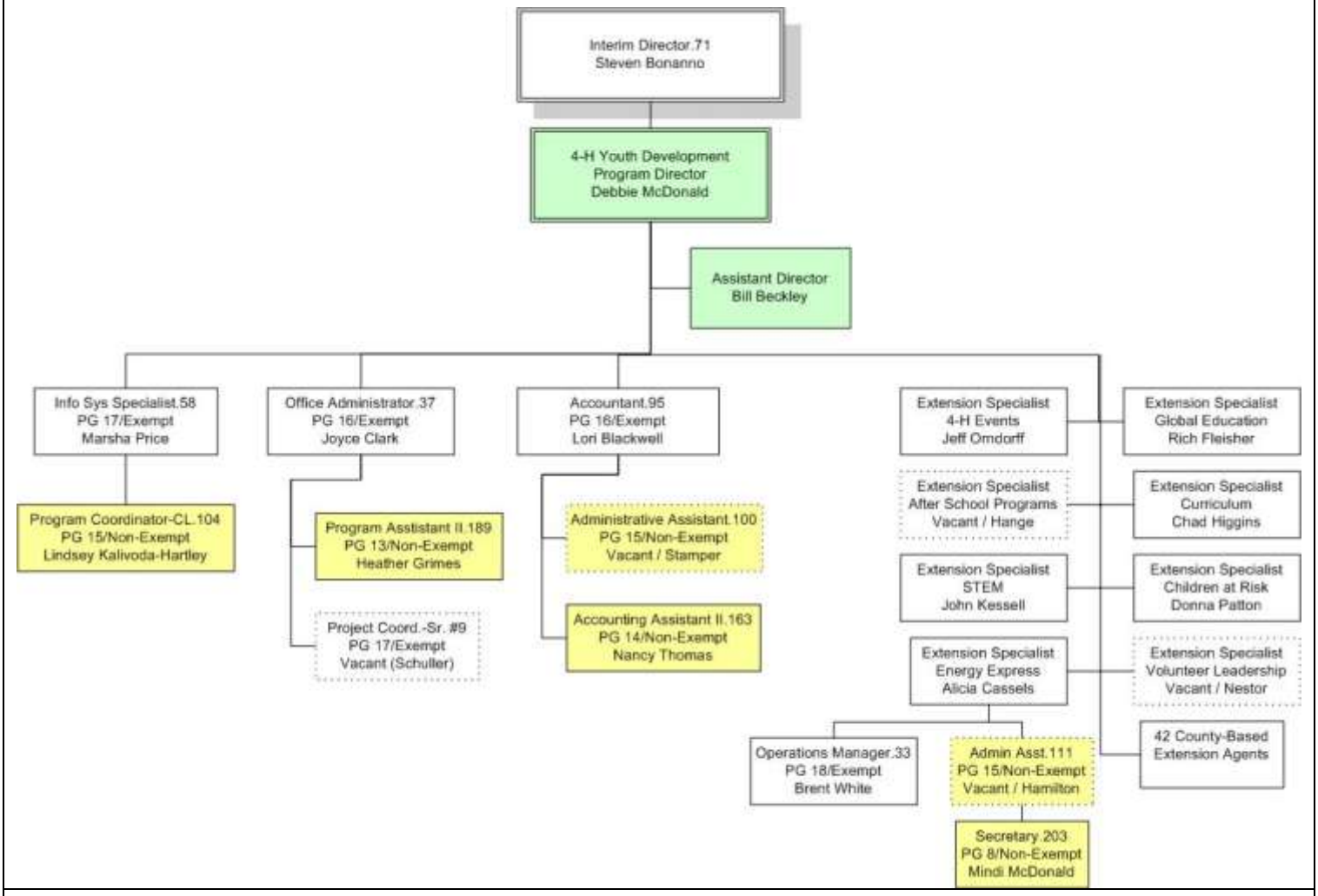
This section considers the position's responsibility for the indirect supervision of subordinates informal work relationships are not considered. Indicate the number of indirect employees under this position's line of authority. The number of subordinates should be reported in full-time equivalency (FTE) 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 calculator, 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	R	
Extremes in temperature	R	
Outside weather conditions	R	
Wetness/humidity	R	
Dust/fumes/odor *(from normal daily conditions)*	R	
Heights *(over 10 feet)*	N	
Moving parts *(tools and machinery)*	N	
Vibrations	R	
Electrical current	N	
Excessive noise	S	
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	▪ Daily
▪ Lifting up to 25 lbs., sitting, standing, bending	▪ Daily
▪ Walking stairs	▪ Daily

Administrative Assistant.100 – Closing Date: 03/09/2012

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 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: March 9, 2012