



POSITION DESCRIPTION

Classification Title: Fiscal Assistant – Grant
Funded Time Limited Position – State Opioid
Response

Employment Status: Temporary (32 to 40 hours per week) Business Operations Director

FLSA Status: Non-Exempt **Supervises:** None

Exemption Type: (N/A)

Civil Service Status: Unclassified 124.11 [A] 8

POSITION SUMMARY

The Fiscal Assistant is responsible for supporting the administrative functions for the State Opioid Response Grant.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for persons covered by the Americans with Disabilities Act, in accordance with its requirements.

- Operates computer to produce and create forms, spreadsheets and other documents. Responsible for collection of and monitoring of grant-funded provider reports due.
- Compiles and aggregates data from multiple sources (typically agencies) into spreadsheets or other documents for distribution or analysis.
- Coordinates and schedules State Opioid Response meetings and trainings. Records and disseminates meeting minutes and tracks logistics of training events.
- Assists in timely preparation of accurate details for reimbursement and other grant reporting.
- Maintains electronic and paper filing systems for the grant.
- Supports Treatment and Recovery Services Director and Grants and Accounting Coordinator in administrative functions for the State Opioid Response Grant.
- Performs other duties as required or requested.

BEHAVIORS & CHARACTERISTICS

- **Innovative Thinking** - Must be able to prioritize, think through and address issues that may impact ability to successfully deliver to all stakeholders.
- **Professionalism and Composure** – Able to project a professional, composed demeanor in all situations especially during stressful times, in a way that builds harmony and promotes relationships among all team members and stakeholders.
- **Interpersonal and communication skills** - Able to communicate effectively with a wide variety of people, including clients, employees, external providers and the public with an emphasis on rapport-building, listening, and questioning skills. Expresses ideas and opinions effectively and diplomatically.
- **Flexibility** - Available to assist and troubleshoot issues for stakeholders and others needing assistance, sometimes when working past normal operating hours. Remains composed when interruptions or delays in requested responses occur. Ability to adapt to new and changing information and environments.
- **Team player** - Able to handle multiple tasks and work collaboratively with others to identify problems, resolve issues and develop solutions.
- **Accountable** - Accepts personal responsibility for all areas of the position: keeps commitments and meets deadlines. Does not make excuses for work errors or problems, and can keep confidences and protect sensitive information. Able to manage multiple assignments well, prioritize and execute tasks



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under pressure.

- **Compliance** – Maintains compliance with all internal and external policies, procedures and regulations that affect MHARS including confidentiality of personal health and other information, recognizing that most information is subject to public records request.

PHYSICAL DEMANDS

While performing the duties of this job, the employee frequently sits for extended periods of time, and occasionally stands and walks. The employee regularly exhibits digital dexterity when entering data into computer. Vision demands include close, relatively detailed vision when focusing on a computer screen. Employee converses verbally with others in person and by telephone. The employee reaches with hands or arms, stoops, kneels, crouches or crawls when setting up and moving agency booths. The employee occasionally lifts varying weights of up to twenty-five (25) pounds when moving files, boxes, equipment and supplies.

EQUIPMENT OPERATED

Automobile, computer, telephone, fax machine, copier, laminator, postage meter and other general office equipment.

WORKING CONDITIONS

The employee is exposed to normal office working conditions of moderate noise levels.

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of: standard office practices and procedures; secretarial science; MS Office software, programs and applications; administrative and office management; activities planning; public relations; English word usage, spelling, sentence structure and punctuation.

Ability to: develop and maintain effective working relationships; maintain and promote good public relations; exhibit a pleasant public manner and telephone etiquette; maintain confidentiality of non-public or sensitive information; exercise good judgment in relieving management of administrative responsibilities; analyze routine problems and recommend viable solutions; work independently demonstrating initiative; exhibit flexibility in work schedule and job tasks; coordinate multiple activities and tasks; compose professional correspondence; maintain accurate and complete work records.

Skills in: verbal and written communication; operating standard office equipment; intermediate proficiency in MS Office with advanced application of Word; planning, scheduling, and organizing work; time and project management; attention to detail; customer service; taking and transcribing accurate meeting minutes; filing documents in alphabetical, numerical, chronological and subject order; general typing.

QUALIFICATIONS

A High School Degree or GED (an Associate's Degree in Business is preferred) with 3 to 5 years progressively responsible administrative and office management experience or equivalent combination.

LICENSURE OR CERTIFICATION REQUIREMENTS

State Motor Vehicle Operator's License or demonstrable ability to gain access to worksite.



POSITION DESCRIPTION

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling the position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.

EMPLOYEE UNDERSTANDING & AGREEMENT

I UNDERSTAND AND WILL EFFECTIVELY PERFORM THE DUTIES AND REQUIREMENTS SPECIFIED IN THIS POSITION DESCRIPTION.

Employee Signature

Date

Management Approval:

Executive Director Signature

Date