



**Commission Secretary/Grants Administrator
Morgan County Commission
77 Fairfax Street, Room 101
Berkeley Springs, WV 25411**

**40 HOURS PER WEEK w/BENEFITS
HOURS MAY VARY TO INCLUDE EVENINGS AND SATURDAY MORNINGS**

GENERAL RESPONSIBILITIES:

The Commission Secretary/Grants Administrator reports directly to the County Administrator and ultimately the Morgan County Commission. Responsibilities include creating agendas and meeting packets for County Commission meetings and typing meeting minutes. Responsible for Grant application completion and monthly reporting. Additional responsibilities/duties include but are not limited to: project management, budget preparation, reading and applying the West Virginia Code, and County Ordinances, creating and managing spreadsheets, and grant management.

ESSENTIAL FUNCTIONS/TASKS:

1. Responsible for attending County Commission meetings and preparing the agenda, packets, and minutes.
2. Maintains calendars, including scheduling appointments, coordinating meetings/resources.
3. Responsible for social media and website postings.
4. Prepare and administer grants and reports.
5. Reviews budget in conjunction with grant reporting with the Clerk's Office.
6. Greets customers, answers phones, assist with mail.
7. Assists office staff with building permits and general inquiries.
8. Performs related work as required.
9. Anything else that the Commission sees fit.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Strong interpersonal, organizational, and multi-tasking skills.
2. Strong computer and budgeting skills.
3. Experience in administering and writing grant reports.
4. Ability to organize data, gather information, prepare reports, and maintain records.
5. Extensive experience in Microsoft Office Products.
6. Ability to understand and carry out detailed instructions.
7. Excellent verbal and written communication skills.

EDUCATION AND EXPERIENCE:

1. Any combination of education and experience equivalent to a high school diploma.
2. Any combination of education and experience equivalent to graduation from an accredited community college with a course work in business.
3. Proficiency in Microsoft Office software, especially Excel and Word.

PHYSICAL REQUIREMENTS:

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. Ability to lift construction drawings that may range from 5 to 10 lbs.

SPECIAL REQUIREMENTS:

1. Possession of a valid driver's license.
2. May be required to occasionally work evenings and weekends.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential tasks.

ADDITIONAL INFORMATION FOR APPLICANTS

APPLICATION FOR THIS RECRUITMENT:

All applications for vacancies with Morgan County Government must be submitted to the Morgan County Commission, 77 Fairfax Street, Berkeley Springs, WV 25411, or emailed to the County Administrator at sallemong@morgancountywv.gov.

EXAMINATION PROCEDURE:

The kind of examination/screening for positions announced will vary with each position and may include:

- an evaluation of training and experience
- personal and/or group interview
- a background investigation

PROBATIONARY PERIOD:

Morgan County is an "At-Will" employer. However, new employees normally serve a probationary period of six (6) months before attaining regular status. The length of the probationary period may vary depending on the position and may be extended depending on performance. The probationary period is considered part of the examination process to determine the employee's fitness for the position in which he/she was placed.

MORGAN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

01/2023