

## **FOOTHILLS WORKFORCE DEVELOPMENT BOARD PART-TIME DHT GRANT SPECIALIST**

### General Statement of Duties

Perform administrative, technical, and professional work for the Foothills Workforce Development Board, with an emphasis on DHT Grant programs and projects.

### Distinguishing Features of the Position

An employee in this part-time position will assist the DHT Grant Administrator and other Workforce Development Board staff to ensure successful completion of goals and performance standards in the administration of the DHT Grant.

### Duties and Responsibilities

Assist the DHT Grant Administrator in managing aspects of the DHT Grant program, working closely with case management staff and job/training seekers to include:

- Assessing eligibility of prospective DHT grant participants
- Processing invoices for current DHT Grant participants
- Conducting case management and ensuring files are up to date via NC Works
- Enrolling candidates into the WIOA program when necessary
- Assist in managing aspects of the DHT Grant program to include:
- Collecting eligibility documents entering participants into the NC Works system
- Processing invoices submitted for reimbursement
- Prepare reports
- Performs other related duties as required.

### Knowledge, Skills, and Abilities

Requires the ability to evaluate, deduce, and/or assess data and/or information using established criteria. Ability to exercise discretion in determining actual or probable consequences, evaluates, and if necessary, identify and select alternatives.

Requires knowledge of and proficiency in personal computers, word processing/Office applications, and Power Point, data-based development and management. Requires the ability to use, operate and/or handle office equipment.

Ability to plan, coordinate, analyze and compile administrative and financial information, and prepare related reports.

Demonstrated ability to follow oral and written instructions, including software related data entry requirements.

Ability to establish and maintain effective working relationships with clients, vendors, co-workers, and the general public.

### Desirable Education and Experience

Graduation from an accredited two-year college or university preferable with a major in public or business administration or related field and some experience in programmatic, administrative, and financial record keeping computer work; or an equivalent combination of education and experience.

### Requirements for Applying

Final candidates will be subject to an interview process with the selection committee. **This position is part-time and is open until it is filled.**

Applications may be accessed on the Foothills Regional Commission (FRC) website at <https://frcnc.gov/about/employment-opportunities/>

Applications may also be accepted at NCWorks Office located at 223 Charlotte Rd., Rutherfordton, NC between the hours of 9:00 am and 4:00 pm (M-T). **Resume and cover letter must accompany application.**

FRC and the Foothills Workforce Development Board is an Equal Employment Opportunity (EEO) Employer.