



## Lexington-Fayette Urban County Government Job Description

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|--------------------|--|
| FLSA: Non-Exempt   | Position Title: Grants Administrative Aide |
| Revised: 11/4/2019 | Class / Grade: 465 / 516                   |

### **General Description**

The purpose of this classification is to ensure compliance with environmental and labor regulations on federally funded projects. This classification conducts environmental reviews for compliance with the National Environmental Policy Act (NEPA) for HUD-funded projects and monitors construction projects for compliance with the Davis-Bacon Prevailing Wage Rate.

This classification works under close to general supervision according to set procedures, but determines how or when to complete tasks.

### **Duties and Responsibilities**

***The intent of this class description is to provide a representative summary of the types of duties and responsibilities that will be required of classifications given this title and shall not be construed as an all-inclusive declaration of the specific duties and responsibilities of any particular position. Employees may be required to perform other job-related tasks that are not identified in this description.***

### **Essential Functions:**

- Determines if neighborhoods are suitable for projects in accordance with the National Environmental Policy Act federal regulations at 24 CFR Part 58.
- Reviews environmental review records to determine the impact of federally funded projects on affected neighborhoods.
- Coordinates mitigation measures when environmental issues are triggered.
- Prepares environmental reviews for both the government and outside agencies, as required.
- Issues federal prevailing wage decision for new construction and substantial rehab projects and attends pre-construction meetings to discuss guidelines and compliance.
- Reviews bid documents and monitors construction contracts for compliance with the federal prevailing wage rate and other labor, environmental and related laws including examining payroll reports and interviewing workers on-site.
- Section 3 Coordinator for economic opportunities generated by HUD funds for low-and very low-income persons within the project area.
- Approves invoices for payment to contractors by determination of compliance of contractors with federal wage rates.

### **Additional Duties:**

- Performs related work as assigned.

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### **Responsibilities, Requirements and Impacts**

#### **Data Responsibility:**

*Data Responsibility refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Gathers, organizes, analyzes, examines, or evaluates data or information and may prescribe action based on such data or information.

#### **People Responsibility:**

*People include co-workers, workers in other areas or agencies, and the general public.*

Speaks or signals to people to convey or exchange information of a general nature.

#### **Asset Responsibility:**

*Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Responsible for achieving moderate economies and/or preventing moderate losses through the management of a small division or handling supplies of high value or moderate amounts of money consistent with the operation of a small division.

#### **Mathematical Requirements:**

*Mathematics requires the use of symbols, numbers, and formulas to solve mathematical problems.*

Uses addition, subtraction, multiplication and division, and/or calculates ratios, rates and percentages.

#### **Communications Requirements:**

*Communications involves the ability to read, write, and speak.*

Reads technical instructions, procedure manuals, and charts to solve practical problems such as assembly instruction for tools, routine office equipment operating instructions, and methods and procedures for investigations, and in drawing and layout work; composes routine reports and specialized reports, forms, and business letters, with proper format; speaks compound sentences using normal grammar and word form.

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### **Judgment Requirements:**

*Judgment requirements refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.*

Makes frequent decisions, affecting the individual, co-workers, and others whom depend on the service or product; works in a somewhat fluid environment with rules and procedures but many variations from the routine.

### **Complexity of Work:**

*Complexity addresses the analysis, initiative, ingenuity, concentration and creativity, required by the job and the presence of any unusual pressures present in the job.*

Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

### **Impact of Errors:**

*Impact of errors refers to consequences such as damage to equipment and property, loss of data, exposure of the organization to legal liability, and injury or death for individuals.*

Impact of decisions is moderately serious - affects work unit and may affect other units or citizens.

### **Physical Demands and Sensory Requirements:**

*Physical demands refer to the requirements for physical exertion and coordination of limb and body movement. Sensory requirements refer to hearing, sight, touch, taste, and smell required by the job.*

- Sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis; or sustained keyboard operations.
- Sensory requirements include visual acuity and field of vision, hearing, speaking, color perception, sense of smell, and depth perception.

### **Equipment Usage:**

*Equipment usage involves responsibility for materials, machines, tools, equipment, work aids, and products.*

Handles or uses machines, tools, or equipment requiring brief instruction or experience such as computers for data entry, fax, complex copiers, phone systems, and other similar equipment; services office machines including such actions as adding paper and changing toner.

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### **Unavoidable Hazards:**

*Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.*

Works in environmentally controlled situation such as office but at times may be subject to bright or dim light, extreme heat or cold, wet or humid conditions, vibration, traffic, moving machinery, and toxic or caustic chemicals.

### **Safety of Others:**

*Safety of others refers to the level of responsibility for the safety of others, either inherent in the job or to ensure the safety of the general public. (Does not include safety of subordinates).*

Some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

### **Minimum Education and Experience Requirements:**

Bachelor's degree in business administration, public administration, political science, government or a related field; and, a minimum of two (2) years of related experience in monitoring for compliance with federal labor regulations, formulating Environmental Review Records, and responsible administrative experience with federal grants ; or, an equivalent combination of education, training, and experience.

### **Special Certifications and Licenses:**

Possession of a valid driver's license.

### **Special Requirements:**

- Must be able to operate Urban County Government equipment and vehicles in a safe, prudent and responsible manner.
- All positions require drug testing before employment and may require a post-job offer physical as stated in Ordinances 21-14(b), 22-13 and 23-16.
- Pursuant to the Drug Free Workplace Act of 1988 and to sections 21-52, 22-34 and 23-50 of the Code of Ordinances, all employees must remain drug and alcohol free when reporting to work, while at work and while engaged in any work related activities.
- Based on Federal Regulations 19-10 this position may be eligible for and offered the hepatitis vaccinations. In addition, employees will be required to sign a statement stating they have accepted or declined the hepatitis vaccination.

### **Americans with Disabilities Act Compliance**

*Lexington-Fayette Urban County Government is an Equal Opportunity Employer. ADA requires Lexington-Fayette Urban County Government to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.*

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