



Doylestown Township
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Doylestown, PA 18901
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www.doylestownpa.org

JOB DESCRIPTION

TITLE: Administrative Assistant / Grant Writer
DEPARTMENT: Police Department Administration
POSTED: March 14, 2024

THIS POSITION REPORTS TO AND IS

SUPERVISED BY: Chief of Police
AUTHORITY TO: Administer, Evaluate
AUTHORITY METHOD: Verbal, Written
JOB IS: Full-time (Non-exempt)
HOURS: 40 hours per week
WORK BREAKS: 1 hour lunch break
WORK SCHEDULE: 8:30 a.m. - 4:30 p.m.; Monday – Friday

PURPOSE OF THIS POSITION:

The administrative support role within the Doylestown Township Police Department entails the responsibility of identifying, obtaining, and administering publicly accessible grant resources to bolster law enforcement activities. The appointed individual will handle a range of clerical tasks, such as drafting correspondence, compiling reports, greeting visitors, managing phone calls, and offering general assistance to address public queries. Moreover, the role involves assisting the public both in person and through correspondence. It also involves managing highly confidential and sensitive data, engaging with a diverse array of external callers and visitors, as well as internal stakeholders at various levels within the municipality, in addition to other assigned duties.

MINIMUM REQUIREMENTS TO HOLD THIS POSITION

1. REQUIRED EDUCATION/EXPERIENCE/TRAINING:

- An associate degree with five to ten years' experience in clerical or administrative positions.
- Knowledge of grant writing, grant management and grant administration; or willingness to become certified through the American Grant Writers Association.

2. REQUIRED LICENSES/CERTIFICATES/REGISTRATION/CLEARANCES:

- Pennsylvania Driver License – A valid and Current Pennsylvania Driver License.
- Must be able to pass a criminal background check.
- Must be able to obtain a basic security clearance identified by the Criminal Justice Information Services that provides certification to have unescorted access to a physically secured location.
- Must have the ability to work with sensitive documents and maintain confidentiality.
- Must also be a non-smoker and be able to complete a drug screen upon conditional offer.

REQUIRED KNOWLEDGE:

- Proficient in research, multi-tasking, technical writing and/or creative writing.
- Proficient in computer skills applications; Adobe and Microsoft Suites.
- Experienced with fax, copy machines, etc.
- Accurate typing skills and knowledge of general office procedures.
- Ability to manage deadlines and work under pressure.
- Ability to learn and apply departmental policies and procedures.
- Excellent customer service skills; excellent written and oral communication skills.
- Ability to use computerized visualization and analytic tools.
- Ability to establish and maintain working relationships with peers, other agency representatives, and professional organizations.

3. PREFERRED QUALIFICATIONS

- Knowledge of CODY Records Management System Software.
- Possess Grant Writers Certificate through the American Grant Writers Association.

4. COMPENSATION AND BENEFITS

- Job Type: Full-Time
- Salary: Up to \$28.00 per hour based upon qualifications
- Shift and Schedule: 8:30-4:30 Monday to Friday
- Work Location: Doylestown, PA

Job Description for the Position of Administrative Assistant /Grant Writer – Administration

Last Updated: March 14, 2024

PHYSICAL DEMANDS OF JOB
JOB TITLE: Administrative Assistant /Grant Writer

NOTE: In terms of an 8-hour workday: Never equals less than 1%; "Occasionally" equals 1% to 33%; "Frequently" equals 34% to 66%; "Continuously" equals 67% to 100% of the time. Reasonable accommodations that do not cause an undue hardship will be made as required by state and federal law.

I. In an 8-hour workday, this job requires the physical ability to: TOTAL AT ONE TIME

- | | | |
|--|-------|--------|
| A) | Sit | 3 hrs. |
| B) | Stand | 1 hr. |
| C) | Walk | 1 hr. |
| TOTAL DURING AN ENTIRE 8 HOUR WORK DAY | | |
| A) | Sit | 6 hrs. |
| B) | Stand | 1 hr. |
| C) | Walk | 1 hr. |

IIA. Job requires the physical ability to LIFT:

- | | NEVER | OCCASIONALLY | FREQUENTLY | CONTINUOUSLY |
|--------------------|-------|--------------|------------|--------------|
| A) Up to 10 Pounds | | X | | |
| B) 11-20 Pounds | X | | | |
| C) 21-30 Pounds | X | | | |
| D) 31-40 Pounds | X | | | |
| E) 41-50 Pounds | X | | | |
| F) 51-100 Pounds | X | | | |

IIB. Job requires the physical ability to CARRY:

- | | | |
|--------------------|---|---|
| A) Up to 10 Pounds | | X |
| B) 11-20 Pounds | X | |
| C) 21-30 Pounds | X | |
| D) 31-40 Pounds | X | |
| E) 41-50 Pounds | X | |
| F) 51-100 Pounds | X | |

III. Job requires the physical ability to use hands for repetitive actions such as:

- | | SIMPLE GRASPING | PUSHING & PULLING | FINE |
|----------|-----------------|-------------------|--------------|
| | | OF ARM CONTROLS | MANIPULATION |
| A) Right | Yes | No | Yes |
| B) Left | Yes | No | Yes |

IV. Job requires the physical ability to use feet for repetitive movements as in pushing and pulling of leg controls:

- | RIGHT | LEFT | BOTH |
|-------|------|------|
| No | No | No |

V. Job requires the physical ability to function in activities involving:

- | | NEVER | OCCASIONALLY | FREQUENTLY | CONTINUOUSLY |
|------------------------------------|-------|--------------|------------|--------------|
| A) Bending | | X | | |
| B) Squatting | | X | | |
| C) Crawling | X | | | |
| D) Climbing | X | | | |
| E) Reaching | | X | | |
| F) Driving a vehicle | X | | | |
| G) Unprotected heights | X | | | |
| H) Being around moving machinery | X | | | |
| I) Exposure to marked changes in | X | | | |
| J) temperature & humidity | X | | | |
| K) Exposure to dust, fumes & gases | X | | | |

This Job Description is designed to accurately reflect job duties. However, it may not be all-inclusive and other job-related duties may be required. Reasonable accommodations will be made as required by local, state, or federal laws that do not cause an undue hardship.

By signing below I acknowledge I have read and understand this Job Description. I am able to meet or exceed all aspects of the Job Description.

Job Description Title: 2024 PD Administrative Assistant / Grant Writer

Today's Date: _____

Printed Name: _____

Signature: _____