

Office of State Budget and Management
Establish New, Receipt-Supported Positions
(G.S. 143-34.1)

Agency: North Carolina Department of Agriculture & Consumer Services

Division: Emergency Programs

Budget Code: 3700

Center Title: USDA NC Exotic Newcastle Disease CA

Center Number: TBD

***** Position Information *****

Proposed Classification: Administrative Assistant II

Proposed Salary Grade: 65

Salary Range: \$24,761 to \$39,789

Proposed Effective Date: January 1, 2004

Number of Positions: 1

	<u>Center Authorized Budget</u>	<u>Current Request</u>
Total Budget	\$100,000	38,850
Receipts	<u>100,000</u>	<u>38,850</u>
Appropriation	0	0

Funding Source(s): USDA NC Exotic Newcastle Disease Cooperative Agreement (100% FFP).

Justification for Position (including description of duties and responsibilities):

Salary = \$32,000 plus benefits; 12 months with possibility of renewal.

DESCRIPTION OF WORK

This employee is responsible for independently organizing and implementing the administrative support at North Carolina Department of Agriculture, Division of Emergency Programs Division (EP) in relation to the deliverables listed in the NC Exotic Newcastle Disease Project Cooperative Agreement. Employee is responsible for interpreting and assisting in developing program policies and procedures. Work usually requires considerable organizational and analytical responsibility.

This position will review grant applications, personnel actions and budget requests for appropriateness, completeness and compliance with federal, state and agency guidelines. Other responsibilities will be to write, edit or coordinate the preparation of grant progress reports and reimbursement requests, speeches or other printed material including determining necessary content as well as develop work procedures which impact interdepartmentally.

This position must have considerable knowledge of office techniques; ability to practice effective communication techniques both orally and in writing; considerable knowledge of effective supervisory practices

and ability to plan and supervise the work of others where applicable. This person will also have the ability to analyze, interpret, recommend, and implement policy and procedural guidelines. This individual must have developed skills in organizing work flow and coordinating activities.

Statutory Reference for Request

G.S. 143-34.1

Presentation to be made by

Dr. T.J. McGinn, III or Sandi Brown

Title

Agency Head Signature

State Budget Officer Signature