

Job Description: Administrative Assistant – Grants & Contracts Specialist (Exempt)

Position Overview

The Central Iowa Juvenile Detention Center (CIJDC) is seeking an organized and proactive professional for an Exempt role focused on agency growth and compliance. The main focus of this position is aggressively researching, writing, and managing grants and proposals, alongside administering intergovernmental and vendor contracts. Additionally, this role provides direct administrative and financial support to the Fiscal Director and Executive Director. Following the successful completion of in-office onboarding, this position offers a flexible hybrid/remote work schedule.

Key Responsibilities

Grant Exploration & Proposal Writing (Primary Focus)

- Proactively research and identify funding opportunities through federal, state, and private portals (e.g., Grants.gov, Iowa Department of Human Rights, and specialized foundations).
- Lead the development, drafting, and assembly of comprehensive grant proposals, compelling narrative descriptions, and project budgets.
- Manage a centralized grant tracking calendar to ensure all letters of intent, data requests, submissions, and renewals are met ahead of deadlines.
- Compile and monitor grant metrics to prepare compliance and impact reports required by funding entities.

Contract Management (Primary Focus)

- Track contract milestones, deliverables, and performance metrics, sending renewal alerts to internal leadership.
- Review incoming contract terms for accuracy and compliance with public procurement policies prior to final legal and board routing.

Executive, Associate & Fiscal Director Support

- Provide direct administrative support to the Executive Director, Associate Director and Fiscal Director on special projects, reports, and agency initiatives.
- Assist in completing financial statements, spreadsheets, and digital data packets using QuickBooks to support annual public audits and internal financial reporting.

- Help monitor and reconcile agency expenditures against active grant budgets and funding lines.

General Administration & Agency Flexibility

- Maintain secure digital archives for the agency's financial histories, public records, and grant archives in compliance with Iowa open records laws.
- **Perform other duties as assigned** to support the changing operational needs of the executive team and the agency as a whole.

Qualifications & Skills

- **Experience:** 2+ years of professional administrative or clerical experience. Prior experience working within Iowa county government, social services, or a Chapter 28E public agency is highly preferred.
- **Technical Skills:** Verified proficiency utilizing QuickBooks and the Microsoft Office Suite (strong emphasis on Microsoft Excel formulas and Word formatting).
- **Remote Workspace Capability:** Must possess a secure, private home workspace with a reliable high-speed internet connection capable of securely connecting to agency networks via VPN.
- **Core Competencies:** Exceptional technical and narrative writing abilities, sharp numerical accuracy, and strict adherence to public sector confidentiality rules.

Employment Requirements

- **Background Clearance:** Due to CIJDC's operations and affiliation with juvenile justice services, the final candidate must successfully pass a comprehensive criminal background check and child abuse registry check prior to their official start date.

Compensation & Classification

- **FLSA Status:** Exempt (Administrative Exemption). This position is not eligible for overtime or compensatory time as duties primarily require the exercise of discretion and independent judgment regarding matters of significance.

CIJDC is an equal opportunity employer. All persons qualified are encouraged to apply and will be considered without regard to race, creed, color, sex, sexual orientation, national origin, religion, or disability. Veterans will be given preference as required by law.