

## **POSITION DESCRIPTION**

### **Kansas Homeland Security Grant Program Field Representative(s) Part-Time Assistant**

Organization: North Central Regional Planning Commission

Location: Beloit, KS Main Office for NCRPC with Telecommuting Occasionally and Periodic Meetings  
Away from the office

Salary: Commensurate depending on experience and qualifications

Salary support is federal pass-through funding to NCRPC

Benefits: Paid Vacation, Wellness Leave, Holidays and Employer Paid Health Insurance

- Work with and under the guidance of the Homeland Security Fiscal Coordinator to assist with North Central and Northwest Homeland Security Council(s) undertakings.
- Microsoft Office proficiency important.
- Conflict of Interest avoidance is essential.
- Valid driver's license a must.
- Ability to work well with people.
- Of value is ability to communicate both verbally and in writing.
- Ability to work independently and to complete daily activities.
- Must exhibit leadership qualities, including, but not limited to, decision-making and human relation skills.
- Assist Kansas Highway Patrol Homeland Security staff with miscellaneous requests on occasion
- Establish and maintain accounting systems and financial records to accurately account for funds awarded to them.
- Responsibilities include frequent filing and accounting of receipts and expenditures, cash management, maintenance of adequate financial records, and refunding expenditures disallowed by audits.
- Accounting systems must ensure that funds are not commingled with funds from other awards or Federal agencies. Each award must be accounted for separately. Fiscal Agent must be able to track funds by grant year as well as grant program.
- Homeland Security Program staff are responsible for timely submission of requests for disbursements.
- Submission of quarterly reports updating progress on projects.
- Responsible for acquiring necessary approvals (Executive Director, HLSecurity Coordinator (et al) prior to purchases being made.
- Responsible for tracking equipment purchases to include item, serial number, end user, type of equipment purchased, etc.
- Provision of financial reports to the regional council at regular intervals. Some travel or use of telecommunications may be required.
- Procurement procedures understanding is helpful as NCRPC adheres to such.
- Ability to meet deadlines at end of individual fiscal years.

## **TOOLS AND EQUIPMENT USED**

- PC and laptop computer; Peripheral equipment (i.e., printer, portable scanner, projector)
- Office equipment (i.e., office vehicles, copier, IP phone)

**Kansas Homeland Security Grant Program  
Field Representative(s) Part-Time Assistant (continued)**

**PHYSICAL DEMANDS**

The physical demands of the position are varied, but generally limited to that found in the normal professional office setting. The employee will walk, stand, sit and keyboard each day, sometimes for prolonged periods of time. File books and computer cases can weigh as much as 15 pounds. Travel away from the office occurs periodically, so the employee must be able to both drive and ride for up to 2 hours one way at a time. Overnight travel is infrequent, but a training event may last more than one day.