



Missouri Community Service Commission Staff Job Tasks



Executive Director

- Supervises staff
- Approves time sheets
- Conducts staff meetings
- Develops job performance objectives and conduct evaluations annually
- Ensures that Policies and Procedures are regularly updated
- Provides TA to sub-grantees
- Attends sub-grantee functions when feasible to show Commission support
- Encourage commissioners (when feasible) to attend sub-grantee functions to show support
 1. Orientations
 2. Trainings
 3. Tutoring sessions
 4. Graduations
 5. Awards events, etc.
- Serves as Key-note @ Program Directors Trainings, MOSST, ENST, Show-Me Service Training, Annual Awards Banquet and other events as necessary
- Helps to coordinate annual banquet to recognize volunteerism
- Liaison (Commissioners, DED, Corporation, Governor's Office)
- Develops agendas for quarterly meetings & executive committee conference calls
- Ensures Commission's compliance with all state and federal statutes
- Seeks out and develop relationships with strategic partners (educational institutions, Caring Communities, AARP, Campus Compact, Community Action Agencies, YMCA...)
- Completes & submits administrative application to CNCS
- Completes and submits disability application to CNCS
- Reviews all other applications prior to submission to CNCS (PDAT)
- Reads/rates grant applications - both formula and competitive; paying close attention to budgets
- Reviews concept papers and provides feedback
- Reviews applications and provides feedback
- Monitors all grants/funds and maintain general ledger
- Approves all expenditures/draw-downs/reimbursements
- Presents budget to Commission and provide report at quarterly meetings
- Reconciles all accounts with Accounting Dept.
- Speaks publicly
- Approves and write press releases
- Facilitates development of strategic plans (Commission, Staff, State Office & Learn & Serve)
- Develops and distributes strategic calendar
- Coordinates development of Unified State Plan
- Facilitates web site update
- Completes Annual Grantee Progress Report and annual report to the Governor
- Coordinates/facilitates/attends quarterly meetings
 1. Two quarterly meetings held at grantee site with first hour including a tour
- Review all printed materials prior to publication/distribution
- Serves on Executive Committee
- Serves on Service Committee

Missouri Community Service Commission Staff Job Tasks

Fiscal Program Officer

- Processes reimbursements (draw downs)
- Reconciles formula & competitive budgets
- Maintains ledger for formula & competitive
- Monitors FSRs and PERs in WBRS
- Submits FSR quarterly report to Corporation
- Submits quarterly reports to BCS
- Closeouts: Reconcile projects and provide documentation to accounting)
- WBRS Budget Approval
- Reviews draft budgets of all applicants and provides feedback
- Reads/rates grant applications - both formula and competitive; paying close attention to budgets
- Reviews concept papers and provides feedback
- Reviews applications and provides feedback
- Provide TA to programs
- Conducts Fiscal Management Training and updates manual
- Conducts Program Directors Training and updates manual
- Conducts Informational Workshops
- Conducts Application Workshops
- Performs fiscal on-site site visits and desk audits as deemed necessary
- Performs annual risk analysis of sub-grantees along with compliance program officer
- Updates “Policies & Procedures” as needed
- Serves as primary on Program Committee
- Attends quarterly meetings

Missouri Community Service Commission Staff Job Tasks

Compliance Program Officer

- Reviews monthly reimbursements for compliance (WBRS)
- Conducts Site Visits and prepare site visit reports
- Conducts risk analysis along with fiscal program officer
- Provides training to Program Directors
- Analyzes training needs and provides information to Training Program Officer and Executive Director
- Participates in application workshops
- Closeouts: Collect and provide documentation to fiscal officer to closeout projects.
- Reads/rates grant applications - both formula and competitive; paying close attention to budgets
- Reviews concept papers and provides feedback
- Reviews applications and provides feedback
- Serves as Lead on Program Director's Training Manual revisions
- Oversees members in WBRS
- Reviews all audits, including A-133's
- Updates "Policies & Procedures" as needed
- Provides guidance to programs to keep up-to-date on rules & regulations
- Processes grant agreements
- Reviews member contracts
- Attends quarterly meetings
- Serves as secondary on Program Committee

Missouri Community Service Commission Staff Job Tasks

Program/Training Officer

- Sets up programs in WBRS
- Coordinates WBRS Training
- Monitors Progress Reports
- Coordinates Program Director's Training
- Coordinates with Executive Director and Compliance Officer to conduct applications workshops
- Coordinates and supervise applications entry into eGrants
- Coordinates Program Director's Quarterly Meetings
- Works with Compliance Officer to determine training needs
- Coordinates Missouri Service Day Training event and locates speakers
- Coordinates Show-Me Service Training
- Works with other staff to develop and enhance the Program Directors' training manual
- Serves on Program Committee
- Compiles summary of "full-staff's" review of applications and Program Committee's review of applications
- Reviews federal guidelines and work with Program Committee to write guidelines for applications
- Reads/rates grant applications - both formula and competitive; paying close attention to performance measures
- Reviews concept papers and provides feedback
- Reviews applications and provides feedback
- Completes PDAT Application
- Locates speakers/trainers for events
- Updates and distribute National Service In Missouri Directory
- Sets up Progress Reports
- Provides training and technical assistance on performance measures
- Writes press releases for grant awards
- Develops and monitors JCPTP (Joint Cross Program Training Plan)
- Oversees MOSST (Missouri Summer of Service Training)
- Works with National Service partners to coordinate ENST
- Attends quarterly meetings
- Liaison to Disaster Recovery Partnership
- Liaison to Service Learning Advisory Council
- Serves as secondary on Program Committee
- Serves as primary on Public Relations Committee

Missouri Community Service Commission Staff Job Tasks

Administrative Assistant

- Organizes meetings (both physical and conference call meetings)
- Makes travel arrangements for staff and commissions
- Takes minutes at commission, staff and other meetings as needed
- Collects agenda items for meetings
- Posts meeting notices to adhere with Sunshine Law
- Sets up meal tickets as appropriate
- Attends quarterly meetings and other MCSC meetings as requested
- Serves as primary on Service Committee and secondary on Public Relations
- Assists in planning events
- Assists in the revision of publications as needed
- Sends mailings as required
- Orders supplies and promotional items
- Tracks inventory
- Assists in writing press releases
- Processes expense reports for staff and commissioners
- Prepares draw downs and route to appropriate staff for processing
- Maintains and distributes calendars
- Updates and maintains web site
- Maintains commissioner roster
- Develops and maintains databases
- Maintains filing system
- Renews service contracts (Missouri Broadcasters and Copier)
- Processes all print requests
- Date stamps and distributes mail
- Makes deposits to MCSC Account
- Updates and maintains checklists
- Updates policies and procedures
- Sets up new vendors in SAMII
- Stays current on interdepartmental policies and procedures (i.e. travel, procurement)
- Keeps staff abreast of new travel policies, and other pertinent policies and procedures