

Job Announcement

POSITION TITLE: Grant Programs Specialist

LOCATION: DAC – Grants Division

STATUS: Full-Time, Non-Exempt, Immediate Opening

CLOSING: May 15th, 2024

SALARY: \$40,000 to \$50,000

BENEFITS: This is a federally funded position with full state retirement and insurance benefits, including paid health, dental, life, and disability insurance. Annual and sick leave begin accruing immediately.

POSITION DESCRIPTION

The Grant Programs Specialist assists subgrantees in implementing approved projects within the framework of relevant state and federal statutes, regulations, policies, procedures, and guidelines, in addition to providing monitoring, consultation, and technical assistance. Funding for this position is through federal grants from the U.S. Department of Justice.

QUALIFICATIONS:

- A minimum of a bachelor's degree is required. May substitute 4 years of experience or a combination of education/experience.
- Proficiency in Microsoft Outlook, Word, PowerPoint or Prezi, Excel, and Teams is required. Knowledge in Access, PeopleSoft, and OKGrants is helpful.
- Experience in bookkeeping or basic accounting is helpful.
- Foundational knowledge of the criminal justice system is preferred.
- Experience in providing education and training programs is preferred.
- Excellent customer service skills.
- Excellent communications skills, both oral and in writing.
- Clear and concise writing ability.
- Self-motivated with excellent organizational skills.
- Excellent interpersonal skills with the ability to establish and maintain effective working relationships.
- General knowledge of federal and state regulations relating to the administration of grant programs is preferred.
- The ability to interpret and analyze programs and apply policy material.
- A valid Oklahoma driver's license is required.
- The ability to travel throughout the state of Oklahoma with an occasional overnight stay.

DUTIES:

- Conduct on-site monitoring visits and/or desk reviews with federal grant subgrantees to review records, files, and other documents to ensure compliance with state and federal regulations.
- Provide technical assistance and consultation to applicants and subgrantees regarding grant regulations and requirements.
- Assist in planning and coordination to ensure effective and timely implementation of the grant programs.
- To coordinate grant funding efforts, work closely with state and federal agencies.
- Prepare written reports and summarize recommendations regarding the general status and progress of subgrantees.
- Prepare information to be included in programmatic and fiscal reports for federal granting agencies.
- Provide support assistance to the assigned grant board(s).
- Maintain organized and accurate subgrantee grant files.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Work is typically performed in an office setting with climate-controlled settings and exposure to noise levels determined by the office environment. While performing the duties of the job, the employee is required to talk, stand, bend, walk, and reach with hands and arms requiring periods of sitting or standing and daily use of computer and phone. It also requires the occasional use of the office machinery in accordance with safety and security protocols.

TO APPLY:

Applicants should include a cover letter and current resume.

Disclaimer: This job description is intended as a summary of the primary responsibilities of and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required either now or in the future.

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