



**STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
DIRECTOR'S OFFICE**

209 E. Musser Street, Room 200 | Carson City, NV 89701-4298
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CHIEF OF THE OFFICE OF GRANT PROCUREMENT

Office of Grant Procurement, Coordination and Management in the
Department of Administration

POSTED FEBRUARY 5, 2016 – OPEN UNTIL FILLED

RECRUITMENT OPEN TO:

This is an open competitive recruitment, open to all qualified applicants.

This is a full-time permanent unclassified position that is appointed by and serves at the pleasure of the Director of Administration.

POSITION RESPONSIBILITIES: Managing the operation of the Office of Grant Procurement, Coordination and Management in the Department of Administration.

APPROXIMATE ANNUAL SALARY:

Salary up to \$81,950 (Salary reflects retirement (PERS) contributions by both the employee and employer. An Employer paid contribution plan is available at the election of the employee and results in a reduced gross salary.)

BENEFITS:

The State benefits package includes a retirement system, paid health, vision, dental, life and disability insurance; 11 paid holidays, and paid sick and annual leave. Other employee paid benefits such as deferred compensation plans are available.

JOB DESCRIPTION: Under general direction, the incumbent organizes, manages, and coordinates the Office of Grant Procurement, Coordination and Management. The incumbent researches and identifies federal grant opportunities for state agencies, making those opportunities known to state agencies, and provides assistance to those agencies in writing grant applications. The incumbent also advises and provides training to state agencies on grant requirements and grant management policies, procedures, and best practices. The incumbent also coordinates with state and local agencies seeking or receiving grant funds for similar projects to ensure efforts and services are not duplicated. The incumbent also provides reports to state policy makers on Nevada's federal grant activity and advises them on policies designed to enhance use of federal funds. The incumbent also coordinates with other states, federal agencies, and member of the Nevada congressional delegation and their representatives to combine efforts relating to identifying and managing federal grants and related programs.

TO QUALIFY: To be considered, applicants must possess a minimum bachelor's degree; Applicants must demonstrate extensive expertise and experience in applying for federal grants with proven successes in receiving competitive grants; be experienced in designing and managing programs which rely solely or partially on federal grant funding; possess specialized knowledge of the process of grant writing and approval in the public or private sector; demonstrate a strong customer service orientation.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES (*required at the time of application*):

Detailed knowledge of: Federal and State legislation pertaining to grants; NRS, NAC, SAM, grant research methods and writing techniques.

Working knowledge of: Basic financial and grant accounting principles. Building contacts and work groups within the state grant community

Ability to:

Analyze and understand statutes, regulations, financial documents and contracts; communicate effectively both orally and in writing; prepare post award grant reports and memoranda including excellent writing, research and analytical skills.

Lead and successfully form teams;

Manage multi-functional or diverse areas successfully;

Multi-task and prioritize work, with careful attention to detail;

Participate in cross-departmental projects, using tact, diplomacy, and collaborative methods;

Think and act strategically, tactically, and creatively in a fast-paced environment;

Excellent verbal and written communication skills; with track record of communicating detailed information to others;

Ability and comfort with multiple projects having varied focus and deadlines;

POSITION LOCATION: Carson City, Nevada

RESUMES WILL BE ACCEPTED UNTIL Position is filled. Applications will be reviewed upon receipt.

SUBMIT COVER LETTER AND RESUMES/DIRECT INQUIRIES TO:

Kathleen Kirkland, Personnel Officer

400 West King St. Ste. 406

Carson City NV 89703

775.684.0209 or, please submit via email to: kkirkland@admin.nv.gov

In subject line please reference: **Chief of Grant Management**

In your cover letter please indicate how or where you heard about the position.

Further reference, see: http://leg.state.nv.us/Session/76th2011/Bills/SB/SB233_EN.pdf

The State of Nevada is an Equal Opportunity Employer and does not discriminate on the basis of sex, age, religion, race or disability.

ESSENTIAL FUNCTIONS (Including Physical Requirements)

1. Research and identify new funding sources (federal, state, local, corporate, private foundations).
2. Conduct research and analysis to strategically match prospective funding sources with existing and emerging program needs.
3. Work closely with prioritized state agencies on conceiving, organizing and writing grant applications.
4. Gather necessary input from appropriate agencies relating to program description and needs.
5. Draft inquiry letters and follow up requests; submit to appropriate agency staff for feedback; incorporate edits/changes.
6. Oversee the collection of appendices, data, letters of support, memos of understanding, and budget materials for inclusion in proposal package.
7. Compose appropriate correspondence and communication.
8. Assure completion of applicable grant submission process, e.g., collating, photocopying, packaging and mailing and/or electronic submission.
9. Track and generate grant updates and progress letters; gather, track, maintain, and file financial reports and data.
10. Researching grant opportunities, draft reports and proposals to funders, and write outreach copy.
11. Provide telephone and email technical assistance.
12. Observe staff behavior onsite to evaluate level of performance; recommend individual and group training needs; review reports prepared by staff to ensure completeness and consistency with policies and procedures; develop guidelines, procedures, and curriculum, as appropriate.
13. Maintain a high level of communication and strong working relationships with cooperating agencies.
14. Conduct training sessions for agency personnel on grant writing and management.
15. Travel to state programs, multi-site gatherings, conferences, and professional development opportunities if funding available.
16. Perform public speaking including presentations to legislative committees.

ATTENDANCE REQUIREMENT is full-time (40 hours per week)

SPECIAL SKILLS NECESSARY: Must have thorough knowledge and understanding of the grant process and NRS 232 Office of Grant Procurement, Coordination and Management.