

Nevada Governor's Office of Economic Development



Community Development Block Grant Program Specialist

Location: Carson City, Nevada

Job Description:

The Rural Community Development Division of the Nevada Governor's Office of Economic Development oversees the Community Development Block Grant Program (CDBG). This program is a federally-funded grant program aimed at assisting low and moderate income (LMI) persons in rural Nevada. The program has three objectives: to improve living conditions and the quality of life in rural areas; to make decent housing available in those areas; and to provide enhanced economic opportunities to LMI people in rural areas. Funds are received each year from the US Department of Housing and Urban Development and distributed on a competitive basis to local governments throughout rural Nevada. In addition, Division personnel liaise closely with other project funders in rural Nevada to maximize resources. We are looking for a professional grants and projects analyst, familiar with grants and data management and interested in rural community and economic development.

Duties will include:

Primary

- Reviewing submitted applications for CDBG eligibility, compliance and completeness.
- Managing an accurate, up-to-date database on all open and closed grants.
- Preparing for and helping conduct advisory committee meetings, grant administration workshops or webinars and application workshops or webinars.
- Reviewing and approving environmental reviews and preparing Notices to Proceed.
- Conducting active desk-monitoring of projects to ensure timely completion.
- Assisting with on-site monitoring of sub-grantees' files to ensure grantees are in compliance with state and federal regulations.
- Reviewing and processing grantee draw requests in compliance with approved project budgets.
- Preparing a variety of reports at State and Federal levels.
- Providing ongoing technical assistance to sub-grantees on grant administration and compliance issues.

Secondary

- Attending local, regional and national meetings on CDBG and community development as appropriate.
- Updating grant administration manuals.
- Maintaining records and historical photos for current and past projects.
- Assisting with planning and preparation for meetings, including posting public notices.

Preferred Knowledge, Skills, and Abilities:

- Bachelor's degree from an accredited college or university in public or business administration, accounting, finance or related field and two years of grants experience which includes the administration, assessment, coordination, analysis and revision of grant programs; or graduation from high school or

equivalent education and six years of previous responsible experience in administration, assessment, coordination and revision of grant programs; or an equivalent combination of education and experience.

- General knowledge of accounting procedures, principles and practices.
- A thorough knowledge of the principles and practices of public administration.
- Knowledge of principles and applications of program evaluation and planning.
- Skills in written and spoken English sufficient to prepare letters, program plans, reports and conduct trainings.
- Computer skills in MS Word, Excel, PowerPoint and Access.
- A valid State of Nevada Driver's License or evidence of equivalent mobility.

Salary and Benefits:

\$42,000 - \$45,000 annually depending on qualifications. Salary reflects retirement (PERS) contribution by both the employee and the employer. An employer paid contribution plan is also available at a reduced gross salary. The State of Nevada has an excellent benefit package that 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 a deferred compensation plan are available.

Furlough Requirements:

Please note: Furlough leave is mandatory for Nevada State employees and will result in a reduction of income of 4 hours per month starting July 1, 2014 through June 30, 2015. The salary listed above does not reflect the reduction from the required furlough.

Location:

This position will be based in Carson City, Nevada.

Travel Requirements:

Moderate travel within the state is required. Some out-of-state travel for training may be required.

To Apply:

Please forward resumes to the Nevada Governor's Office of Economic Development
Attn: Michelle Schierholt, 808 West Nye Lane, Carson City, Nevada 89703
Or via e-mail at mschierholt@diversifynevada.com

Application Deadline:

Resumes will be accepted until the recruitment needs are satisfied.