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Announces Recruitment for:

Program Officer - Project Aware

Applications are being accepted for a position for the Office of Student and School Supports. **This is a non-state position which will be hired through a temporary employment agency.** This is a temporary position funded by grants through September of 2019.

LOCATION: Nevada Department of Education, Office of Student and School Supports, Carson City, NV

RECRUITMENT OPEN: January 23, 2015 through February 3, 2015. Résumés must be received by 5:00 p.m. on the closing date.

SALARY: Up to \$22.80 per hour

WORK HOURS: Up to 40 hours per week

THE POSITION: The Department of Education is recruiting for a Program Officer position funded through a 5-year SAMHSA Project AWARE federal grant. **The position is a non-state position and will be hired through a temporary employment agency.** Under the direction of the State's Department of Education, the Program Officer performs **administrative** work in planning, coordinating, and directing the Project Aware/Safe Schools programming.

The incumbent will be responsible for implementing established policies and procedures in order to meet established goals and objectives.

- Provide information and interpretation of the program and its rules and regulations to department staff, program participants and the general public to ensure their understanding and/or compliance.
- Compile data and prepare reports of program activities in order to make budget requests and to identify problem areas and recommend solutions or to aid management in making policy decisions and in analyzing the program's success.
- Conduct training and/or provide technical assistance for program service providers including how to complete required forms and documentation and/or the operation of an automated system if applicable. Writes or revises and recommends the implementation of a procedural manual to ensure providers' understanding and compliance with all the rules and regulations.
- Support program participants with travel arrangements, paperwork, and reimbursements.
- Review and monitor recipient and sub-recipient compliance to federal, state, and local laws and regulations.
- Approves/disapproves sub-grant budgets, analyzes financial reports, and disseminates sub-awards.

Incumbents perform related administrative work as required.

An Equal Opportunity Agency

EDUCATION AND EXPERIENCE: Graduation from an accredited four year college or university in public administration or a related field; OR graduation from high school or the equivalent and four years of previous experience either performing or assisting in the planning, coordinating or administering of a program; OR an equivalent combination of education and experience. (See Special Requirements)

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

Skill in: operating a computer terminal to effectively input, retrieve and manipulate data, analyzing and interpreting State policies, procedures, and rules relevant to program areas, written English sufficient to compose reports and business correspondence, basic mathematical computation, effectively interacting with other people including communication.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Thorough knowledge of: the purpose, goals, rules and regulations of the program administered.

TO APPLY: Please submit a resumé which details your education and your employment history to include: employer's name and address and telephone number, your supervisor's name and title, your position title and responsibilities, ending salary, reason for leaving, and the name and contact information for three professional references to include your most recent supervisor.

SELECTION PROCESS: Application materials will be screened and those candidates deemed most qualified will be invited to interview.

Special Notes: A criminal history background check may be required and the applicant is responsible for the processing fee plus any additional fees for the rolling of fingerprints.

Submit Résumé To: Victoria Blakeney, Education Programs Professional
Nevada Department of Education
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Telephone: 775-687-9130
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