

Brian Sandoval
Governor



Jeff Mohlenkamp
Director

Stephanie Day
Deputy Director

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Deputy Director

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION

209 E. Musser Street, Room 200 | Carson City, NV 89701-4298
Phone: (775) 684-0222 | Fax: (775) 684-0260

UNCLASSIFIED JOB ANNOUNCEMENT

Posted – August 1, 2013

Senior Executive Grant Analyst

RECRUITMENT OPEN TO:

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

AGENCY RESPONSIBILITIES:

Established in 2011, the Office of Grant Procurement, Coordination, and Management works to provide the State of Nevada and its agencies with the coordinated resources to successfully identify, procure and manage grants; to strategically grow and manage the state's grant portfolio for long-term return; and, to develop accurate reports that facilitate informed fiscal planning.

The Senior Executive Grant Analyst is responsible for oversight of federal grants received by the State of Nevada. This includes responsibility for the coordination of reporting; developing and implementing compliance programs; and, communicating with agency administrative offices to ensure program and financial activities comply with federal and state regulations.

Works closely with the Chief of Grant Management to track and effectively communicate the values of federal spending within the state; independently compiles and analyzes data from multiple sources; monitors and interprets trends that could impact current and future federal funding to the state; and encapsulates key data with summary statistics for the Annual Report.

This position is responsible for the grant-related data tracking in support of all grant application and award activity, including monitoring Single Point of Contact (SPOC) submissions, Interim Finance Committee (IFC) work program agenda items and state agency grant coordinators to develop reports that facilitate strategic fiscal planning and budgeting.

Grant analysts provide outreach and technical assistance to assigned state agencies. This may include: working with state agencies to identify new federal funding opportunities; consulting and project management of special competitive opportunities in conjunction with state agency personnel; and, writing, editing and preparing applications for submission by client agencies.

Additionally, this position provides support to Budget and Planning Division within the Department of Administration.

APPROXIMATE ANNUAL SALARY:

From \$52,000 to \$74,082* (*Salary range reflects retirement (PERS) contributions by both the employee and employer. An employer paid contribution plan is also available with a reduced gross salary.*)

*Please note: Furlough Leave is mandatory for Nevada State employees and will result in a reduction of income of approximately 2.3% (or 4 hours per month) starting July 1, 2011 through June 30, 2015. The salary listed above does not reflect the reduction from the required furlough.

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.

POSITION DESCRIPTION:

This position reports the Chief of Grants Management, Office of Grant Procurement, Coordination, and Management.

TO QUALIFY:

- Strong understanding of role within the State of Nevada Office of Procurement, Coordination and Management and fundamental goals of the Department of Administration with the customer service skills to positively represent the State's role in grant management. General knowledge of state agencies and their respective functions.
- Statistical literacy, reasoning and thinking.
- Clear and effective written and verbal communication skills to convey statistical, financial or regulatory information to all audiences.
- Knowledge of grants and state grant administration systems and processes—including the State Administrative Manual (SAM) and contract management.
- Understanding of concepts, principles and practices of grant stewardship as well as funding agency relations and compliance requirements.
- Ability to interpret federal, state, and local government laws and regulations regarding grant contracts, administration, and reporting.
- Knowledge of federal award regulations, relevant Office of Management and Budget (OMB) Circulars regarding administration, cost principles and audits—A-87, A-102, A-110 and A-133.
- Knowledge of federal grant application and reporting forms; and, navigation of the grants.gov website and application process.
- Familiarity with ffis.org, usaspending.gov, SAM.gov, Catalog of Federal Domestic Assistance, Grants.gov, and other relevant research websites.
- Advanced Microsoft Office computer skills including analytical modeling program proficiency.
- Demonstrated experience developing and implementing policies, procedures, and best practices.
- Effective customer service, client relations and time management strategies.
- Strong professional ethics and discretion.

Education: Bachelor's Degree, Business Administration or relevant area
Special Skills: Must have thorough knowledge and understanding of the grant process as per [Senate Bill 233](#).
Certification: Recognized grant professional certification within 3 years of employment

POSITION LOCATION:

Carson City, Nevada

LETTERS OF INTEREST AND RESUMES WILL BE ACCEPTED UNTIL THE POSITION IS FILLED.

(All letters of interest and resumes will be accepted on a first come, first served basis. Hiring may occur at any time during the recruitment process.)

SUBMIT LETTERS OF INTEREST/ RESUMES/DIRECT INQUIRIES TO:

Department of Administration

HR Services

Attn: Chrissy Miller

100 N. Stewart St., Ste. 230

Carson City, NV 89701

775.684.0249

or email to: cmmiller@admin.nv.gov

In subject line please reference: Senior Executive Grant Analyst

The State of Nevada is an Equal Opportunity Employer.