

Brian Sandoval
Governor



Patrick Cates
Director

Connie Lucido
Chief

**STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Office of Grant Procurement,
Management and Coordination**

406 E. Second Street, First Floor | Carson City, NV 89701-4298

UNCLASSIFIED JOB ANNOUNCEMENT

Posted – April 12, 2016

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 and program planning.

The Senior Executive Grant Analyst is responsible to assist in the general 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.

This position 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 planning and budgeting.

Grant analysts provide outreach and technical assistance to 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.

APPROXIMATE ANNUAL SALARY:

Up to \$74,823* (*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.*)

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 the 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.
- Knowledge of federal grant application and reporting forms; and, navigation of the grants.gov website and application process.
- Advanced Microsoft Office computer skills.
- 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/SPECIAL SKILLS:

Bachelor's Degree is preferred, Business Administration or relevant area. Must have thorough knowledge and understanding of the grant process and three (3) years grant management experience within the last five (5) years.

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:

Email: rharris@admin.nv.gov

or hardcopies can be mailed to:

Dept. of Administration, Agency HR Services

Attn: Rachael Harris

400 W. King Street, Ste. 406

Carson City, NV 89703

Phone 775-684-0249

In subject line please include: Last Name/Sr. Exec /How You Heard About This Job

The State of Nevada is an Equal Opportunity Employer.