



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Office of Grant Procurement, Coordination, and Management
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Unclassified Job Announcement
**DIRECTOR, OFFICE OF FEDERAL ASSISTANCE/ADMINISTRATOR, OFFICE OF GRANT
PROCUREMENT, COORDINATION, AND MANAGEMENT**
Las Vegas, Nevada

POSTING DATE: September 21, 2021

The Department of Administration is seeking qualified candidates for the Administrator, Office of Grant Procurement, Coordination, and Management which will transition to the Director, Office of Federal Assistance within the Governor's Office in FY 2023. This is an unclassified, at-will, full-time exempt position that serves at the pleasure of the Director of Administration and the Governor's Office.

RECRUITMENT OPEN TO:

Open to all qualified applicants. Resumes will be accepted on a first come, first served basis until the position is filled. Hiring may occur at any time.

THE OPPORTUNITY AND MISSION:

The Office of Grant Procurement, Coordination, and Management, also known as the Nevada Grant Office (NGO), provides a full range of grant-related support to state agencies and community partners. Assembly Bil 445 (2021) transitions the work portfolio of the NGO to the Office of Federal Assistance within the Governor's Office. The team works to increase the number of grant dollars Nevada receives by reducing and removing barriers to federal grant funding, which include organizational capacity, supporting federal grant matching, grant training and knowledge, and establishing effective partnerships. The Office also serves as the single point of contact for Nevada's federal grant applications that are subject to intergovernmental review, supports the Nevada Advisory Council on Federal Assistance, and works with stakeholders on grant-related initiatives.

RESPONSIBILITIES INCLUDE:

- Organize, manage, and coordinate agency operations of the Nevada Grants Office in the Department of Administration and transition functions to the Office of Federal Assistance within the Governor's Office.
- Hire, train, supervise, and evaluate staff consisting of one Senior Grants Analyst, three Executive Grants Analysts, and one Administrative Assistant.
- Administer the Grant Matching Fund to leverage additional federal funding for state agencies, local governments, tribal governments, and nonprofit organizations.
- Support activities of the Nevada Advisory Council on Federal Assistance.
- Lead procurement and operations of a state grant management system.
- Direct research and identify federal grant opportunities for state agencies, making those opportunities known to state agencies, and aid them in grant application review.

- Advise and provide training to state agencies on grant requirements and grant management policies, procedures, and best practices.
- Coordinate with state and local agencies seeking or receiving grant funds for similar projects to ensure efforts and services are not duplicated.
- Provide reports to state policy makers on Nevada's federal grant activity and advise them on policies designed to enhance use of federal funds.

MINIMUM QUALIFICATIONS:

To be considered, applicants must possess a bachelor's degree and 3+ years related experience or an equivalent combination of education and experience sufficient to successfully perform the essential functions of the job such as those listed above.

Applicants must demonstrate extensive expertise and experience in applying for grants with proven successes in receiving and/or administering competitive grants; be experienced in designing and managing programs which rely solely or partially on grant funding; possess specialized knowledge of the process of grant writing and approval in the public or private sector; and demonstrate a strong customer service orientation. Detailed knowledge of federal and state legislation and policies pertaining to grants, CFR, NRS, NAC, SAM, grant research methods, and writing techniques.

Must have thorough knowledge and understanding of the grant process, NRS 232 authority of the Office of Grant Procurement, Coordination, and Management, and Assembly Bill 445 (2021) amendments to NRS 232 transferring authority to the Office of Federal Assistance.

PREFERRED QUALIFICATIONS:

Knowledge of basic financial and grant accounting principles.

Knowledge of public sector human resources processes, and the ability to foster a collaborative team atmosphere.

Three (3) years of responsible leadership experiences in management or supervisory positions.

Knowledge of public sector budget processes.

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; and
- Manage multiple projects having varied focus and deadlines.

COMPENSATION:

The salary range for the ADMINISTRATOR, Office of Grants Procurement is up to \$91,340 (employee/employer-paid retirement plan).

Medical, dental, vision care, life and disability insurance programs are available; eleven paid holidays per year; three weeks of annual leave; three weeks of sick leave; state defined benefit retirement plan; tax-sheltered deferred compensation plan available. State employees do not contribute to Social Security; however, a small Medicare deduction is required. Long-term employees enjoy additional benefits. For additional information, please visit the Division of Human Resource Management of the Department of Administration, the Nevada Public Employees Benefits Program, and the Public Employees Retirement System of Nevada.

Application materials will be accepted until recruitment needs are satisfied.

TO APPLY:

Please submit a resume, letter of interest, and three professional references at:

<https://career-hcm20.ns2cloud.com/sfcareer/jobreqcareer?jobId=4660&company=SONHCM20>

The State of Nevada is committed to Equal Employment Opportunity/Affirmative Action in recruitment of its employees and does not discriminate on the basis of race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.