



Office of the Attorney General

Job Announcement

DIVISION: Grants Administration

POSTING NUMBER: 14-0170

JOB TITLE: Manager IV

MONTHLY SALARY: \$5,155.58-\$6,777.37

POSTING DATE: November 12, 2013

LOCATION: 1106 Clayton Lane, Ste 501 W., Austin, TX 78727

WORKING TITLE: Grants Manager

DEPENDING ON QUALIFICATIONS

DURATION: Until Filled

WORK IN TEXAS JOB MATCH: Occupational Category: Management; Occupation: Managers, All Other; Industry: Public Administration. A State of Texas application in WorkInTexas must be completed to be considered for employment. Your application for this position may subject you to a criminal background check pursuant to the Texas Government Code.

ESSENTIAL JOB FUNCTIONS

35% Oversees Grants Financial Management and Grants Monitoring staff, including but not limited to approving leave, developing staff job descriptions and performance evaluations
25% Analyzes and audits grant-related activities; serves various functions such as the primary contact for term negotiations, the subject matter expert during the contract/grant development phase, and counsel on best grant administration practices

20% Assists with strategic initiatives and program objectives and goals as it pertains to grant administration activities

15% Oversees sub grant tasks such as selection, award, compliance, and daily financial management

Maintains knowledge of state and federal guidelines for administering grants, including Uniform Grant Management Standards, Texas Administrative Code, and Office of Management and Budget Circulars

Works 8 a.m. – 5 p.m., Monday through Friday

Works over 40 hours per week as needed

Provides excellent customer service

Uses personal vehicle for business-related travel

Attends work regularly in accordance with agency leave policy

Complies with all agency policies and procedures, including but not limited to applicable security and safety rules, regulations and standards

MARGINAL JOB FUNCTIONS

5% Performs related work as assigned

MINIMUM QUALIFICATIONS

Graduation from high school or equivalent

Graduation from an accredited four-year college or university; may substitute full-time accounting, auditing, financial management, contract management, grants management, business/public administration or closely related experience for the required education on a year-for-year basis

Nine years' accounting, auditing, financial management, contract management, grants management, business/public administration or closely related experience, two of which must be in a supervisory/managerial capacity; may substitute a Master of Business Administration (MBA), Master of Professional Accounting, Master of Public Administration (MPA) or closely related degree for two years of the required experience

Three years' experience in grant management and/or contract management and strategic planning (developing and evaluating grants)

Knowledge of state and federal guidelines for administering grants, including Uniform Grant Management Standards and OMB circulars

Knowledge of accounting methods, terminology and business practices, including government fund accounting

Skill in gathering and analyzing relevant financial and compliance information

Skill in effective oral and written communications, including presentation skills

Skill in providing excellent customer service

Skill in using a computer for word processing and data entry/retrieval

Ability to manage program activities; to establish goals and objectives; to devise solutions to administrative problems; to develop and evaluate administrative policies and procedures; to prepare reports; and to plan, assign, and supervise the work of others

Ability to work 8 a.m. – 5 p.m., Monday through Friday

Ability to work over 40 hours as needed

Ability to provide excellent customer service

Ability to obtain and maintain a valid driver's license

Ability of use personal vehicle for business-related travel

PREFERRED QUALIFICATIONS

Licensed in Texas as a Certified Public Accountant (CPA), Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA), Certified Management Accountant (CMA) or Certified Professional Environmental Auditor (CPEA)

State of Texas Contract Manager Training and/or Certification

Experience in the administration of a crime victim services program

Experience auditing and/or monitoring state and federally funded programs

Experience in performance-based contracting

Knowledge of state and federal guidelines for administering grants, including Uniform Grant Management Standards, Texas Administrative Code, and Office of Management and Budget Circulars

Knowledge of victims' rights and resources, child support and family initiatives, criminal justice procedures, non-profit administration, and volunteer management practices

Skill in planning, developing, and evaluating administrative/financial procedures and policies, establishing goals, and devising solutions to problems

Skill in working under pressure and meeting deadlines

Skill in planning, developing and evaluating programs or policies, establishing goals and devising solutions to problems

TRAVEL

15%

TO APPLY

All applications for employment with the Office of the Attorney General (OAG) must be submitted electronically through www.WorkInTexas.com. **PAPER, FAXED OR EMAILED**

APPLICATIONS WILL NOT BE ACCEPTED. AN EQUAL OPPORTUNITY EMPLOYER