

Job Title: Grants Specialist

Location: Montpelier

Reference #: 26556

Who May Apply

This Grants Specialist position, Ref # 26556, is open to all State employee and external applicants.

Please note: This is a LIMITED SERVICE position that is expected to last until 9/20/2012.

If you would like more information regarding this position please contact Kelly Launder at kelly.launder@state.vt.us. Resumes will not be accepted via e-mail. You must apply online to be considered.

Overview

May work extensively with energy efficiency and/or renewable energy grants and contracts. May be responsible for writing and issuing Requests for Proposals, writing and managing grant agreements and contracts, reviewing and processing invoices, preparing quarterly and annual reports, and disseminating information. May work with and support the Clean Energy Development Fund (CEDF) Director and Board. May establish and maintain a website to provide a public point of information. May work with public and private groups, motivating interest in development of energy efficiency and renewable energy programs, negotiating agreements, and monitoring and evaluating progress and results. May make written and oral presentations to professional and citizens groups. May work with grant recipients on various issues and work to ensure compliance with requirements attached to American Recovery and Reinvestment Act (ARRA) funding. Perform related duties as required.

General Job Description

Technical, fiscal, advisory and administrative work for a departmental agency within the State of Vermont. Duties include grant management, compliance monitoring, eligibility determination of funding and supervision. Supervision is exercised over subordinate professional and/or technical staff. Work is performed under the general supervision of an administrative supervisor.

Preferred Qualifications

Knowledge/experience with federal grant programs.

Working knowledge of state and federal fiscal monitoring procedures.

Knowledge/experience with the State of Vermont's VISION system.

Working knowledge of department programs and delivery systems.

Working knowledge of energy efficiency and/or renewable energy technologies.

Minimum Qualifications

KNOWLEDGE SKILLS AND ABILITIES:

Working knowledge of financial management principles and practices, including accounting and budgeting procedures.

Working knowledge of grant development and administration procedures.

Working knowledge of state and federal fiscal monitoring procedures.

Working knowledge of department programs and delivery systems.

Ability to analyze grant requirements and to advise on required programmatic changes.

Ability to draft grant applications.

Ability to establish and maintain effective working relationships.

Ability to communicate effectively.

EDUCATION AND EXPERIENCE:

Education: Bachelor's degree. Experience:

Experience: Three years in the development, evaluation, administration, or fiscal monitoring of grants.

Note: Additional work experience as described above may be substituted for the Bachelor's degree on a six months for a semester basis.

Note: Graduate work in public administration or accounting may be substituted for up to two years of the required experience on a semester for six months basis.

SPECIAL REQUIREMENTS:

n/a

Working Conditions

Duties are performed primarily in a standard office setting. On-site compliance reviews, hearings, meetings and committee obligations requires travel for which private means of transportation should be available. Some work outside of regular work schedule may be anticipated. A need to confront grantees with contract and grant requirements may arise frequently. Some pressure from deadlines may be anticipated

Equal Employment Opportunity

The State of Vermont is an Equal Opportunity Employer. Applications from women, individuals with disabilities, veterans, and people from diverse cultural backgrounds are encouraged.