ARIZONA CRIMINAL JUSTICE COMMISSION

1110 W Washington, Suite 230, Phoenix, AZ 85007

GRANTS PROGRAM COORDINATOR

Posting Dates: October 11, 2013 – November 1, 2013

Salary Range: $40,000 - $47,000 Grade: 20 Location: Phoenix

AN EQUAL EMPLOYMENT OPPORTUNITY AGENCY

The Arizona Criminal Justice Commission (ACJC) has an opening available for a Grants Program Coordinator in our **Criminal Records Improvement Program**. This is a permanent full-time position with great benefits, an ideal work environment that includes free covered parking, front door access to public transit and an on-campus cafeteria.

Purpose/Objective

This position will have responsibility for grant monitoring, federal and state reporting, and program oversight of agencies that receive grant funding.

Essential Duties and Responsibilities

- Develops grant program reporting criteria
- Composes complex federal and state grant applications
- Completes reports to federal and state agencies
- Composes rules for proper grant management
- Coordinates and facilitates stakeholder meetings
- Analyzes information surrounding business processes, policies, rules and statutes
- Monitors and reports on the progress of numerous programs by conducting on-site program field audits
- Provides grant training and assistance to sub-grantees
- Collects and compiles annual performance reports and financial quarterly reports from grant recipients
- Advises grant recipients on requirements and compliance with state and federal laws and rules

Key Competencies

- Ability to set clear objectives and measures; monitors process, progress and results
- Organizes resources to complete all tasks; can orchestrate multiple activities at once to accomplish goals
- An effective planner who accurately scopes out the length and difficulty of projects; completing work within established timelines

Knowledge, Skills and Abilities:

- Knowledge of federal and state grant rules and regulations
- Knowledge of grant management, collection and analysis of activity and financial reports
- Knowledge of criminal justice records retention and information sharing efforts statewide

- Proficient in the use of Microsoft office software products such as Word, Excel, Access, Outlook, and PowerPoint
- Skilled communicator in both an oral and written context, and a skilled presenter to all levels of internal or external contacts
- Ability to design and implement training on grant programs and new processes
- Ability to work with diverse stakeholders within and external to the agency
- Ability to interpret state and federal laws and administrative rules

The successful candidate will have a Bachelor's Degree from an accredited college or university in Business Administration, Criminal Justice Administration or a related field and/or requisite experience that would include four years of progressively responsible grant management experience with a regional, state or federal agency. The successful candidate must be a team player and participate fully in coordination efforts within the criminal justice system.

This position will require occasional overnight travel throughout Arizona to assist sub-grantees with grant processes and to conduct evaluations.