

ARIZONA CRIMINAL JUSTICE COMMISSION

1110 W Washington, Suite 230, Phoenix, AZ 85007

GRANTS PROGRAM COORDINATOR

Posting Dates: September 28, 2015 – October 16, 2015

Salary Range: \$40,000 - \$47,000/annually Grade: 20 Location: Phoenix, AZ

AN EQUAL EMPLOYMENT OPPORTUNITY AGENCY

The Arizona Criminal Justice Commission (ACJC) has an opening available for a Grants Program Coordinator in our **Criminal Justice Systems Improvement Program**. This is a 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 Criminal Justice Systems Improvement Program enhances the overall efficiency, accuracy, and timely accessibility to criminal history records and data for criminal justice practitioners at local, county and state levels. This position will have responsibility for grant monitoring, federal and state reporting, and program oversight of agencies that receive grant funding. Currently, the program oversees 28 active grants.

Essential Duties and Responsibilities

- Develops grant program reporting criteria
- Composes complex federal and state grant applications and rules for proper grant management
- Completes reports to federal and state agencies
- 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
- Coordinates with AZ Department of Public Safety (DPS) and Administrative Office of the Court (AOC) updating the "Literal Table".

Knowledge, Skills and Abilities:

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

- Strong organizational skills and able to complete all tasks timely and orchestrate multiple activities simultaneously.
- Strong interpersonal skills and teamwork
- Ability to design and implement in person and web based training on related program area topics and processes is preferred.
- Ability to work with diverse stakeholders within and external to the agency
- Ability to interpret state and federal laws and administrative rules
- Ability to set clear objectives and measures; monitors process, progress and results
- Ability to effectively plan the length and difficulty of projects; completing work within established timelines

Qualifications:

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 four years of progressively responsible grant management experience with a regional, state or federal agency. This position requires possession of and ability to retain a current, valid state-issued driver's license. 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. Travel up to 30%.

Submit your cover letter and resume via

<http://www.azstatejobs.gov>

Requisition # 18815

The State of Arizona provides a comprehensive benefits package that includes 12 days' sick leave, 13 days' vacation, 10 paid holidays per year, health, vision and dental insurance, life and long-term disability insurance. Optional employee benefits include short-term disability, deferred compensation, and supplemental life insurance.

Employees must participate in the Arizona State Retirement System (ASRS). Enrollment eligibility becomes effective after 27 weeks of employment.

All newly hired employees will be subject to E-Verify Employment Eligibility Verification.

Arizona State Government is an EOE/ADA Reasonable Accommodation Employer. Persons with a disability may request a reasonable accommodation such as a sign language interpreter or an alternative format by contacting Human Resources Administration at (602) 771-2870. Requests should be made as early as possible to allow time to arrange the accommodation.