

**ARIZONA CRIMINAL JUSTICE COMMISSION
1110 W Washington, Suite 230, Phoenix, AZ 85007**

GRANTS PROGRAM COORDINATOR
(This position is not covered by the State Merit System)

Posting Dates: February 21, 2012 – March 16, 2012

Salary Range: \$40,000 - \$47,000

Grade: 20

Location: Phoenix

AN EQUAL EMPLOYMENT OPPORTUNITY AGENCY

The Arizona Criminal Justice Commission (ACJC) has (2) openings available for a Grants Program Coordinator. One position will serve in our **Drug, Gang and Violent Crime Control Program and Criminal Records Improvement** program areas. The second position will serve in our **Victim Services** program area. Both are permanent full-time positions 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 drug, gang, and violent crime enforcement resources statewide

- Knowledge of criminal justice records retention and information sharing efforts statewide
- Knowledge of services and resources available for victims of crime 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.