

**DEPARTMENT OF HOUSING
JOB OPPORTUNITY
DURATIONAL GRANTS AND CONTRACTS SPECIALIST**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on a current examination list.

Location: Hartford, CT

Job Posting No: 0105342

Hours: 40 Hours per week Monday through Friday
THIS POSITION IS FUNDED THROUGH MARCH, 2017

Salary: \$76,373 - \$98,224 (AR - 26)

Closing Date: October 23, 2015

The Department of Housing is currently seeking qualified applicants to fill a **DURATIONAL** Grants and Contracts Specialist position located in Hartford. This position will be responsible for performing duties related to the management of the Community Development Block Grant-Disaster Recover (CDBG-DR) grant program.

Eligibility Requirement: Candidates must have applied for and passed the Grants and Contracts Specialist exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Knowledge, Skills and Abilities:

Considerable knowledge of grant preparation and administration; considerable knowledge of program evaluation and monitoring functions; knowledge of research methods and techniques; some knowledge of budget preparation and monitoring; considerable interpersonal skills; considerable oral and written communication skills; ability to utilize computer software; some supervisory ability.

Preferred Experience, Knowledge, Skills and Abilities:

The successful candidate will have:

- Experiences demonstrating grant administration;
- Experiences demonstrating program evaluation and monitoring;
- Experiences demonstrating the ability to apply research methods and techniques;

Examples of Duties:

Performs specialized related duties in the area of grants management; performs research to support the application for or the disbursement of grants including needs analysis, literature review and regulations critique to identify problems and determine priorities; develops alternatives; gathers information related to program area; develops goals and objectives, evaluation standards, timetables, other program components and department policy for program area and individual projects; prepares grant proposals; monitors use of grant monies awarded to agency to ensure adherence to all terms and conditions; facilitates direct grant process; provides technical assistance and acts as resource person to grantees; evaluates program proposals and applications for conformance with regulations and state goals; recommends funding; prepares contracts and agreements related to grant activities; monitors and assesses ongoing programs for conformance to reporting requirements, general budget and timetable guidelines and program effectiveness; prepares quarterly and annual reports and statewide annual plan or section of plan related to program local area; attends meetings of appropriate

state, local and regional organizations and performs other liaison functions to coordinate efforts in program area; performs related duties as required.

General Experience:

Seven (7) years of experience in planning, implementation and/or management of grant programs on a community, state or federal level.

Substitution Allowed:

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in a closely related field may be substituted for one (1) additional year of the General Experience

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a completed State CT-HR-12 Application Form, and a resume (current State Employees must also submit the last year of attendance records and last two service ratings) to:

DEPARTMENT OF ADMINISTRATIVE SERVICES

SmART Human Resources

165 CAPITOL AVENUE, 5TH FLOOR EAST

HARTFORD, CT 06106

Att: Theresa Judge, Human Resources Leadership Associate

FAX to: 860-622-2964

E-MAIL to: Theresa.judge@ct.gov

APPLICANTS MUST NOTE THE JOB POSTING NO. 0105342 ON THE APPLICATION. INCOMPLETE APPLICATION PACKAGES AND THOSE RECEIVED AFTER 10/23/15 WILL NOT BE CONSIDERED.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.