

DEPARTMENT OF CHILDREN AND FAMILIES
JOB OPPORTUNITY
GRANTS & CONTRACTS SPECIALIST
COMMISSIONER'S OFFICE

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: **Candidates on the current Examination list**
Location: Central Office
Job Posting No: CS43182CO
Hours: 40 hours per week
Salary: AR-26, \$76,373.00 - \$98,224.00 (Annually)
Closing Date: **November 6, 2015**

The Department of Children and Families is currently recruiting for (1) full-time (40 hours), Grants and Contract Specialist, for Central Office within the Commissioner's Office. This position will be located at 505 Hudson Street Hartford, CT and will report to the Chief of Staff.

Eligibility Requirement: [Candidates must be on the Grants and Contracts Specialist examination list promulgated by the CT Department of Administrative Services \(DAS\) at the time of appointment. State employees may apply for lateral transfer if they currently hold the title of Grants and Contracts Specialist, or have attained permanent status in the class since their most recent hire date.](#)

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.

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, including Microsoft Excel and SharePoint; some supervisory ability.

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 equaling 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.

Preference: Preference will be given to candidates who possess Social and Human Services work experience, Exceptional writing skills and Web design experience a plus.

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 eligibility requirements should submit an Application for Employment (CT-HR-12), resume, letter of intent and three (3) letters of SUPERVISORY references (current State employees please provide last two Service Ratings in lieu of references). Please reference Job Posting #CS43182CO. Application material can be faxed to (860) 550-6433. Applications must be postmarked no later than closing date indicated above. Incomplete packages will not be considered. Due to the large volume of applications we are unable to provide confirmation of receipt or status updates during recruitment process.

DEPARTMENT OF CHILDREN AND FAMILIES
505 HUDSON STREET
HUMAN RESOURCES, 8TH FLOOR
HARTFORD, CT 06106
Attention: Cynthia Sailor

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.