

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES

JOB OPPORTUNITY

GRANTS AND CONTRACTS SPECIALIST

Office of the Commissioner - Fiscal Services Division – DMHAS Contract Unit

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

Open To: Candidates on the current exam list for Grants and Contracts Specialist
Location: 410 Capitol Avenue, Hartford, CT 06106
Job Posting No: OC110887
Schedule: Monday - Friday, 8:00 a.m. – 4:30 p.m., Full time, 40 hours per week
Salary Range: (AR 26) \$74,148.00 - \$95,363.00
Posting Date: February 18, 2015 **Closing Date:** February 27, 2015

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.**

Duties include: responsible for Capital Projects funding to include the development of a comprehensive management process; oversee the complete review of application materials to assure proposals meet conformance with regulations and Bond Commission agendas; prepare contracts and agreements related to this funding; monitor all projects from application through to final payment and project completion; review all paperwork submitted for reimbursement to assure compliance with the project objectives and process timely reimbursements; attend State Bond Commission meetings, as required; perform other contract related functions for the Unit and other related duties, as assigned.

Knowledge, Skills and Abilities: Candidates should possess knowledge of contract preparation and administration; knowledge of contract compliance evaluation and monitoring; excellent interpersonal, oral and written communication skills; working experience with CORE-CT financial modules, advanced Excel skills, ACCESS skills and customer service experience.

Experience with Capital Projects and Human Service Contracts preferred.

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 the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).

PLEASE SEND APPLICATIONS TO:

DMHAS/Office of the Commissioner
Human Resources 4th Floor
410 Capitol Avenue,
Hartford, CT 06106
Fax: (860) 418-6697
Maria.D.DeJesus@ct.gov

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. **(P-5)**