

## TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

e-mail address for applications: [jobs@tceq.texas.gov](mailto:jobs@tceq.texas.gov)  
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Mailing Address - P.O. Box 13087/MC-116  
Austin, Texas 78711-3087  
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**Internet:** [www.tceq.texas.gov](http://www.tceq.texas.gov)

**State Title:** **Grant Coordinator I**

**Functional Title:**

**Job Posting:** **16312**

Monthly Salary: \$3293.41

Salary Group: B18

Posting Date: 07/12/2016

Close Date: 07/26/2016

Section/Division: Water Quality Planning Div Suppt Section/ Water Quality Planning Division

Work Location: 12100 Park 35 Circle, Austin, TX 78753

Openings: One(1)

Position #(s): 1779

### **Job Description:**

Develops, coordinates, manages, and administers multiple federal grants for the Water Quality Planning Division of the Office of Water within the Texas Commission on Environmental Quality (TCEQ). Develops, coordinates, manages, and administers multiple federal grants at the Division and Agency Level. Prepares quarterly reconciliations for assigned federal grants. Researches and adjusts discrepancies. Maintains files and records related to grant activities; tracks grant changes; and prepares grant amendments to budget and work plan. Monitors grant financial activities, which includes providing status reports and consultation to program areas and management; and assists in the development of administrative and financial reports. Assists in developing program policies and procedures; serves as point of contact involving questions and/or concerns related to grant activities; provides assistance to agency program staff, grant recipients, and the general public; prepares informational material; and gives presentations and trainings as needed.

### **Military Occupational Specialty (MOS) Codes:**

No Military Equivalent

### **Minimum Qualifications:**

A bachelor's degree from an accredited college or university (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION), plus one year of full time experience in developing, implementing, coordinating, administering, monitoring, and/or planning grant programs.

One year of full-time experience related to examples of work performed may substitute for 30 semester hours of the required education.

OR A bachelor's degree from an accredited college or university (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION) plus three years of full-time experience performing supervisory, managerial, professional or technical work which must include: analysis of work problems having an administrative aspect and interpretation of complex written material; or planning, organizing, and coordinating requirements for support services or program operations where a wide range of demands are involved, including interpretation of complex written material.

OR A graduate degree in public administration, business administration, environmental resource management, planning, or an area relevant to the position from an accredited college or university(COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION).

### **Preferred Requirements:**

Experience with Grant Management including reporting activities, billings, communications, developing summaries, reviews, funding reallocation, resolving discrepancies, and reconciliation.

Experience with federally funded grants and/or state funded grants.

Experience with the Budget, Accounting, and Monitoring System (BAMS) and/or TCEQ Automated Budget System (TABS).

**Special Requirements:**

Moving up to 10 pounds of paper/files.

Traveling up to 5% of the time.

The agency will review the applicant's driving history in connection with the use of a vehicle in the performance of the job.

**Condition of Employment:**

TCEQ will verify Selective Service registration for males born on or after January 1, 1960. If exempt from Selective Service registration selected candidate must provide proof of exemption on first day of employment. Offers of employment are contingent on the candidate having legal authorization to work for the TCEQ. TCEQ will conduct a criminal history records search on candidates selected for posted vacancies. Only applicants who are interviewed will receive written non-selection notification.

Submit a standard State of Texas application for **each job posting** to the Texas Commission on Environmental Quality, Human Resources & Staff Services (HRSS) office by 5:00 p.m. on the closing date. A signed emailed copy is acceptable. In compliance with ADA, if you need any special accommodations during the employment process, please contact HRSS for assistance.

Texas Commission on Environmental Quality is an Equal Opportunity Employer