

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

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Internet: www.tceq.texas.gov

State Title: Grant Coordinator II
Functional Title:
Job Posting: 16317
Monthly Salary: \$3763.16
Salary Group: B20
Posting Date: 07/13/2016
Close Date: 07/27/2016
Section/Division: Ambient Monitoring Section/ Monitoring Division
Work Location: 12100 Park 35 Circle, Austin, TX 78753
Openings: One(1)
Position #(s): 11311

Job Description:

Assists with grant development, coordination, and administration; and evaluates compliance with grant deliverables for the Network Implementation Team of the Monitoring Division (MD) of the Texas Commission on Environmental Quality (TCEQ). Plans and coordinates the development of grants to include coordinating, researching, and identifying sources of external funds and develops the proposals to secure funds for new and renewed grant activities. Coordinates and develops work plans and time lines to ensure timely grant application and report submittal. Initiates and coordinates with internal and external stakeholders to develop program objectives, work plans, and budgets. Plans, organizes, and coordinates ongoing grant activities; prepares grant work plans and budget proposals; coordinates with division staff to reconcile quarterly grant activities; and interprets reports involving grant budgets and deliverables. Prepares and reviews grant close out materials. Coordinates the review and analysis of project costs and prepares budget justifications and budget revisions for awarded grants. Assists with the preparation and tracking of grant-related purchasing requests, agreements, and contracts; coordinates between affected parties to maintain compliance with grant deliverables; and with preparing, revising, and tracking grant related contract specifications to ensure compliance with grant, State, and Federal objectives. Coordinates the maintenance of files and records and prepares reports related to grant activities. Coordinates guidance provided to staff and effected parties regarding grant administration, compliance, policies, and procedures. Attends meetings, responds to information requests, and resolves related issues and concerns between parties involved.

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 two years of full time experience in developing, implementing, coordinating, administering, monitoring, and/or planning grant programs.

A graduate degree in public administration, business administration, or a related field from an accredited college or university (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION) may substitute for one year of the required experience.

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

Preferred Requirements:

Bachelor's degree from accredited college or university, plus two years of full time experience in developing, implementing, coordinating, administering, monitoring, and/or planning grant programs.

Experience preparing budgets, estimating project costs, or budget reconciliation and tracking.

Special Requirements:

Moving up to 30 pounds of instruments.

Traveling up to 20% 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