

## TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

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**Internet:** [www.tceq.texas.gov](http://www.tceq.texas.gov)  
**Fax:** (512)239-0111

**State Title:** Grant Coordinator II  
**Functional Title:**  
**Job Posting:** 16174  
Monthly Salary: \$3763.16  
Salary Group: B20  
Posting Date: 02/18/2016  
Close Date: 03/04/2016  
Section/Division: Implementation Grants Section/ Air Quality Division  
Work Location: 12100 Park 35 Circle, Austin, TX 78753  
Openings: One(1)  
Position #(s): 1689

### **Job Description:**

Serves as a grant manager for the Texas Emissions Reduction Plan (TERP). Responsible for grant application review and processing, contract development, contract management, fiscal review and processing of payments, fiscal and program monitoring, and grants data management and reporting. Administers grants to include contract management, fiscal review and processing of payments, tracking of financial information, program monitoring, and maintaining contract/fiscal/program files for grant projects. Negotiates contracts, contract renewals, and amendments and makes recommendations to change solicitation, contract boilerplate, and other contract related documents. Prepares and reviews grant closeout materials. Monitors the long-term status of projects over the project life, to include tracking and follow-up on annual project reports, maintaining reporting data, and preparation of reports to agency management and the legislature. Develops grant management processes and guidance, and trains other staff. Reviews and processes grant applications, coordinating with applicants and technical review staff, and developing/processing contracts for grant projects.

**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 (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION) from an accredited college or university 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:**

Experience with contract or grant administration.

### **Special Requirements:**

Moving up to 10 pounds of files and reports.

Traveling up to 10% of the time.

### **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 faxed or 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