

## TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

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**Internet:** [www.tceq.texas.gov](http://www.tceq.texas.gov)

**State Title:** Grant Coordinator II  
**Functional Title:**  
**Job Posting:** 16289  
Monthly Salary: \$3763.16 - \$4159.00  
Salary Group: B20  
Posting Date: 06/17/2016  
Close Date: 07/01/2016  
Section/Division: Air Quality Support Section/ Air Quality Division  
Work Location: 12100 Park 35 Circle, Austin, TX 78753  
Openings: One(1)  
Position #(s): 1879

### **Job Description:**

Performs advanced (senior-level) grant development, coordination, and administration work for the Rider 7 Near Non Attainment Grants, Low Income Repair Assistance, and Accelerated Vehicle Retirement Program (LIRAP) Rider 24 grants to include both the Drive a Clean Machine (DACM) and Local Initiative Projects (LIP) for the Air Quality Division of the Texas Commission on Environmental Quality (TCEQ). Develops grant contracts and monitoring to ensure grantee's compliance with grant conditions by coordinating the review and approval of grant contracts, contract amendments, proposal for grant activities (PGAs), amendments to PGAs, work plans and all other grant contract documents. Coordinates, prepares and reviews files, records related to grant activities for grant contracts issued. Enters proposals for grant activities, work orders and invoices into the Budget Accounting and Monitoring System. Coordinates/prepares and reviews grant closeout documents at the end of each grant cycle. Track contract deliverables for the Rider 7 grants and communicate with the grantees to ensure deliverables are both received on time and within specified budget. Coordinates the maintenance of files and records and the preparation of quarterly and annual progress reports related to grant activities for grants issued. Entry of such documents in the Budget Accounting and Monitoring System. Coordinates/prepares and reviews grant closeout documents at the end of each grant cycle. Reviews and approves work plans, financial status reports, and invoices including entering, routing and approving invoices in the agency's Budget Accounting Monitoring System.

### **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.

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 four 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) may be substituted for one year of the required experience.

**Preferred Requirements:**

Experience using the Uniform Statewide Accounting System (USAS), and BAMS or other accounting systems.

Experience working on assignments with multiple priorities.

Experience using the Uniform Grant Management Standards (UGMS).

Experience with the development of grant contracts and monitoring to ensure grantee's compliance with conditions of grants.

**Special Requirements:**

Moving up to 25 pounds of files.

Traveling up to 5% 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 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