

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Email applications to: jobs@tceq.texas.gov

TCEQ: www.tceq.texas.gov



www.takecareoftexas.org

State Title: Grant Coordinator IV

Functional Title:

Job Posting: L21019

Monthly Salary: \$4917.00 to \$5600.00

Salary Group: B24

Posting Date: 11/13/2020

Close Date: 12/02/2020

Division: Budget and Planning

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

Openings: One

Position #(s): 48874

Job Description:

Provides support for the planning, development, coordination, implementation, and monitoring of advanced grants in the Federal Funds Section of the Texas Commission on Environmental Quality (TCEQ). Monitors and provides analysis of advanced grant work plan budgets on a routine basis to determine spending trends and provide technical assistance to ensure successful grant project completion. Assists program staff with developing advanced grant applications to include grant work plans, budgets and financial details to ensure consistency with the grant solicitation and/or grant program guidance. Completes projects to include developing procedures, initiating special studies to define problems, and providing data to be used as the basis for management decisions and external reporting on grants. Reviews and processes federal grant awards/assistance agreements for compliance with state, federal, and agency policies and regulations. Maintains knowledge of current state and federal rules and regulations. Serves as liaison between federal funding sources. Assists in preparing and conducting the TCEQ Annual Federal Funds Instruction Guide training and other grant-related training.

Military Occupational Codes:

No military equivalent.

Minimum Qualifications:

A bachelor's degree from an accredited college or university (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION), plus four 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 six 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 in an area relevant to the position from an accredited college or university (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION) may substitute for one year of the required experience.

Preferred Requirements:

Experience with grants that must identify at least two of the following: application preparation, budget development, evaluation and/or monitoring.

Experience in accounting, auditing, budget preparation and analysis, and reporting on grant efforts.

Special Requirements:

Moving up to 20 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-select notification.

To Apply:

Email a State of Texas Application to jobs@tceq.texas.gov; or mail to TCEQ Human Resources & Staff Services, P.O. Box 13087, MC – 116 Austin, TX 78711-3087; or

submit in person, at 12100 Park 35 Circle, Bldg. A, Austin, Texas 78753 by the close date. An electronically signed copy is acceptable.

In compliance with ADA, if you need any special accommodations during the employment process, please contact HRSS for assistance at (512) 239-0102.

Texas Commission on Environmental Quality is an Equal Opportunity Employer