

Job Posting

Job Title Grants Specialist Sr

Job ID 23099

Location St. Paul

Full/Part Time Full-Time

Regular/Temporary Unlimited

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MINNESOTA
DEPARTMENT OF
PUBLIC SAFETY

Job Details

Job Class: Grants Specialist Senior

Working Title: Grants Specialist Sr

Who May Apply: Open to all qualified job seekers

Date Posted: 04/24/2018

Closing Date: 05/07/2018

Hiring Agency/Seniority Unit: Public Safety Dept / Public Safety-MAPE

Division/Unit: Office of Justice Programs / OJP Crime Victim Grants

Work Shift/Work Hours: Day Shift / 8:00am -4:30pm

Days of Work: Monday - Friday

Travel Required: Yes - Up to 25% of the time

Salary Range: \$22.42 - \$32.88/hourly; \$46,813 - \$68,653/annually

Job Class Option: Crime Victim Grants

Classified Status: Classified

Bargaining Unit/Union: 214 - MN Assoc of Professional Empl/MAPE

FLSA Status: Nonexempt

Employment Condition: Permanent, Full-time

Connect 700 Program Eligible: Yes

Job Summary

Job Summary

This full-time, permanent position exists to manage and monitor state and federally funded crime victim service grant funds for the Office of Justice Programs. This position will provide grant management information, support, training and technical assistance to grantees.

Qualifications

Minimum Qualifications:

1. Bachelor's degree in social services, social work, criminal justice or related field plus 2 years professional work experience in crime victimization, criminal justice, contracts/grants management or related field.

OR

Three years of professional work experience in crime victimization, criminal justice, or contract/grants management

2. Experience in managing multiple tasks, with attention to detail, organization and meeting deadlines, and ability to identify problems and develop creative solutions

3. Excellent verbal and written skills that include the ability to write reports and communicate in a clear and concise manner to a diverse customer base

4. Good computer skills including proficiency in Microsoft Word and Excel

5. Knowledge of basic accounting functions and the ability to understand revenue/expense reports and interpret/analyze budgets

Preferred Qualifications:

1. Knowledge of crime victimization, the needs and rights of crime victims, and civil and criminal justice system and community resources

2. Experience in working with diverse socio-economic, racial and ethnic/cultural communities

3. Human relations skills sufficient to build and maintain positive working relationships amongst professional colleagues, criminal justice professionals and community stakeholders

4. Ability to work independently as well as collaborate as a team member

Physical Requirements

Requires occasionally moving and transporting such articles as file boxes and heavy hand tools or heavier materials with help from others, and moving and transporting light objects frequently. Even though the weights being moved and transported may be a negligible amount, a job in this category may require positioning self to move to a significant degree or may involve maintaining a stationary position for extended periods.

Additional Requirements

This position requires successful completion of the following:

It is the policy of the Department of Public Safety that all employees submit to a background investigation prior to employment, which includes the following components:

1. criminal history
2. reference check
3. driver's license
4. education verification

Application Details

Why Work For Us

GREAT BENEFITS PACKAGE! The State of Minnesota offers a comprehensive benefits package including

low cost medical and dental insurance, employer paid life insurance, short and long term disability, pre-tax flexible spending accounts, retirement plan, tax-deferred compensation, generous vacation and sick leave, and 11 paid holidays each year.

How to Apply

Click "Apply" at the bottom of this page. If you have questions about applying for jobs, contact the job information line at 651-259-3637.

For additional information about the application process, go to <http://www.mn.gov/careers>.

Contact

If you have questions about the position, contact Andrea Callender at andrea.callender@state.mn.us or 651/201-7371.

AN EQUAL OPPORTUNITY EMPLOYER

The State of Minnesota is an equal opportunity, affirmative action, and veteran-friendly employer. We are committed to providing culturally responsive services to all Minnesotans. The State of Minnesota recognizes that a diverse workforce is essential and strongly encourages qualified women, minorities, individuals with disabilities, and veterans to apply.

We will make reasonable accommodations to all qualified applicants with disabilities. If you are an individual with a disability who needs assistance or cannot access the online job application system, please contact the job information line at 651-259-3637 or email careers@state.mn.us. Please indicate what assistance you need.

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