

Job Description

Job Title	Grant Program Specialist (CVRC #37875)
Job ID	141921
Posting End Date	03/31/2024
Location	Albuquerque
Full/Part Time	Full-Time
Regular/Temporary	Sponsored Term
Agency	Crime Victims Reparation Comm
Job Posting Type	Continuous Job Opening
For more Job Requirements & Classification Description: Click Here	

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Salary

\$19.24 - \$30.78 Hourly

\$40,018 - \$64,029 Annually

This position is a Pay Band 60

Posting Details

THIS POSTING WILL BE USED FOR ONGOING RECRUITMENT AND MAY CLOSE AT ANY TIME.
APPLICANT LISTS MAY BE SCREENED MORE THAN ONCE.

Why does the job exist?

The Grants Program Specialist will in coordination with other grant staffs, assist in the programmatic and financial management and compliance of Services Training Offices Prosecutors (STOP), Violence Against Women Act (VAWA), Victims of Crime Act (VOCA) and Sexual Assault Services Program (SASP) sub-recipients. Under the direction of the VOCA and VAWA Grant Administrators, major activities produced in this position include: monthly processing and desk audits, accomplished by site visits, of subrecipients invoices, review of sub-recipients statistical and progress reports, processing budget adjustment requests from sub-recipients and technical assistance and follow up with sub-recipients regarding programmatic and financial reporting compliance.

How does it get done?

- *Provide financial assistance with federal grant programs; reviews and processes monthly cash reimbursement invoices within five (5) days of each month by analyzing and comparing the federal and match accounting sheets with the sub-recipients' budgets.
- * Provide oversight and technical assistance to sub-recipients through phone calls, emails, mail and site visits.
- * Prepare analytical reports of programmatic and financial compliance of sub-recipients through data collected while conducting on-site audits of programs.
- * Work as a team to complete time sensitive quarterly, annual statistical and programmatic reports required by the federal mandates.
- * Assists in the pre and post award preparation of the grants, including: mailing, logging, recording applications, developing applicant spreadsheets, organizing RFP information for proposal reviewers and participates in the proposal review process by providing sub-grantee's compliance with administrative requirements.

Who are the customers?

This position will serve: Victims of Crime in the State of New Mexico, Crime Victims Service Providers, and State and Federal government agencies.

Ideal Candidate

The Ideal Candidate will have the following:

- 1) Excellent customer service skills
- 2) Good writing skills
- 3) Experience in grant and financial management

Minimum Qualification

Associates degree and two (2) years of experience in the procedures of business and management principles involved in strategic planning. Substitutions Apply. See Substitution Table below.

Substitution Table

These combinations of education and experience qualify you for the position:

	Education		Experience
1	High School Diploma or Equivalent	AND	4 years of experience
2	Associate's degree	AND	2 years of experience
3	Bachelor's degree or higher	AND	0 years of experience

- Education and years of experience must be related to the purpose of the position.
- If Minimum Qualification requires a specific number of "semester hours" in a field (e.g. 6 semester hours in Accounting), applicants MUST have those semester hours in order to meet the minimum qualifications. No substitutions apply for semester hours.

Employment Requirements

Must possess and maintain a valid New Mexico Driver's License. Must possess and maintain a current Defensive Driving Course Certificate from the State of New Mexico or must pass and receive Defensive Driving Course Certification within six (6) months of date of hire as a condition of continued employment. Employment is subject to post offer pre-employment criminal background check to include fingerprint checks and is conditional pending results.

Working Conditions

Work is performed in an office setting with exposure to Visual/Video Display Terminal (VDT), extensive personal computer and phone usage.

Supplemental Information

Benefits:

Do you know what Total Compensation is? [Click here](#)

Agency Contact Information: Cindy Mok, Email: cindy.mok@cvrc.nm.gov [Email](#)

For information on Statutory Requirements for this position, click the Classification Description link on the job advertisement.

Bargaining Unit Position

This position is not covered by a collective bargaining agreement.