



POSITION ANNOUNCEMENT

Nancy S. Grasmick
State Superintendent of Schools

Office of Human Resources · 200 West Baltimore Street · Baltimore, MD 21201 · 410-767-0019 · 410-333-3045 TTY/TDD

DIVISION OF SPECIAL EDUCATION AND EARLY INTERVENTION SERVICES November 6, 2009
INFANTS AND TODDLERS BRANCH

CONTRACTUAL POSITION # CTR 122-10

- POSITION TITLE:** Agency Grants Specialist Trainee
- SALARY:** State Salary Grade 12
Annual Salary Range: \$32,091 - \$46,055
- LOCATION:** 200 West Baltimore Street
Baltimore, MD 21201
- NATURE OF WORK:** This is a professional contractual position (no benefits offered) responsible for evaluating grant proposals, distributing grant monies as well as monitoring and reporting for a grant programs.
- DUTIES AND RESPONSIBILITIES:** Assists and learns components for providing technical support to the Early Childhood Intervention and Education Branch for administering ARRA (Americans Recovery and Reinvestment Act) grants; assists in developing grant allocations for the Early Childhood Intervention and Education Branch; assists in reviewing grant applications and budget proposals to determine financial stability and adherence to established policies and procedures; creates grant awards for substantially approvable grants as approved for the Early Childhood Intervention and Education Branch; assists with preparing reports regarding grant expenditures; provides administrative support for routine grant processes; responds to routine phone inquiries on grant-related matters; conducts research to resolve inquiries for recipients and MSDE Finance Office personnel; reviews and processes grant recipient requests to amend grant awards; (prepares estimated budget for Maryland's application for funds under Part C of IDEA (Individuals with Disabilities Act); organizes and maintains grant files.
- MINIMUM QUALIFICATIONS:** **EDUCATION:** Possession of a Bachelor's Degree from an accredited four-year college or university, coursework or exposure to finance is preferred.
- NOTES:** Applicants may substitute experience in grant evaluation and monitoring or budget preparation, presentation and execution at the rate of one year of experience for one year of education for the required education.
- ESSENTIAL REQUIREMENTS:** Ability to acquire knowledge for the principles and practices of grants administration and financial appropriations, ability to acquire knowledge of financial practices and budget analysis for education programs; ability to acquire skill in using fiscal software packages and presenting accurate and concise reports; ability to acquire skill in managing multiple tasks; ability to interpret policies, procedures, laws and regulations, ability to establish and maintain harmonious working relationships; ability to communicate clearly and effectively both orally and in writing.

PROCEDURE FOR APPLICATION:

Applicants must include their resume and complete a Maryland State Department of Education (MSDE) Application for Employment indicating application for Position # CTR 122-10. The Application, resume, and any support documentation must clearly demonstrate that the applicant meets the prerequisite Minimum Qualifications and possesses the Essential Requirements for the position. Completed Applications must be directed to the Staff Employment Section within the Office of Human Resources at the address on the Position Announcement or faxed to 410-333-8950.

For inquiries or an MSDE Application, contact 410.767.0019 or TTY/TDD 410.333.3045, or visit our website at www.marylandpublicschools.org/MSDE/aboutmsde/jobs. *Appropriate accommodations for individuals with disabilities are available upon request.*

CONDITIONS OF EMPLOYMENT:

Proof of eligibility to work in compliance with the Immigration Reform and Control Act and travel throughout the state are required. Any misrepresentation of academic or experience requirements for this position may result in non-selection or termination of employment. *Must be willing and available to work at least four Saturdays a year on a rotating basis.*

CLOSING DATE:

November 20, 2009
