



POSITION ANNOUNCEMENT

Karen B. Salmon, Ph.D.
State Superintendent of Schools

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

MARYLAND CENTER FOR SCHOOL SAFETY

December 14, 2018

POSITION TITLE: Education Program Specialist I
Maryland Center for School Safety (MCSS) **Fiscal and Grant Analyst**

POSITION NUMBER: 316893 (JobAps #18-005055-0028)

SALARY: State Salary Grade 21
Annual Salary Range: \$61,754 - \$ 90,193

LOCATION: 7125 Ambassador Road, Suite 130
Baltimore, Maryland 21244

NATURE OF WORK: This is a professional position reporting to the MCSS Executive Director and is responsible for the fiscal, budget, and grants management of the MCSS with responsibility for providing leadership and support for programmatic, fiscal, and budgetary accountability as well as oversight, responsibility, and technical assistance in the area of grant development and administration.

DUTIES AND RESPONSIBILITIES: Manages, administers, and monitors all aspects of the MCSS budget and grants in accordance with the Maryland Safe to Learn Act and State budget policies. This includes reporting and analysis for the MCSS and School Safety Subcabinet on existing funding sources and identifying new funding opportunities; develop and monitor the MCSS budget and provides fiscal analysis for MCSS Executive Director and Subcabinet; ensures proper organization, indexing, and management of all financial documents for auditing and historical documentation purposes and maintains a summary and tracks all procurements for delays or issues to be red-flagged; researches, analyzes, evaluates and reports on local, State, and national school safety funding opportunities.

MINIMUM QUALIFICATIONS: **EDUCATION:** Possession of a Master's Degree or equivalent 36 credit hours of post-baccalaureate course work from an accredited college or university.

EXPERIENCE: Four (4) years of professional experience in administering and managing grants at the local, state, or federal level. Experience with tracking, monitoring, and projecting organizational budgets preferred.

NOTES:

1. Two years of additional experience as defined above may be substituted for the Master's Degree.
2. Possession of a Doctorate in a field related to the position may be substituted for one year of the experience requirements.

ESSENTIAL REQUIREMENTS: Knowledge of state and national public safety or school safety issues; skill in translating complex financial information for stakeholders; skill in producing regular financial analysis reports for Leadership; skill in interpersonal communication with a variety of stakeholders; ability to effectively analyze grant applications; ability to organize and manage multiple tasks; ability to represent the MCSS to various local, state, federal, and non-governmental organizations; ability to interpret federal and State policies, regulations, laws, and procedures; ability to assess and identify problems and recommend appropriate improvements and solutions; ability to use sound judgment.

PROCEDURE FOR APPLICATION:

To apply for this position online go to [MSDE Jobs on JobAps](http://www.marylandpublicschools.org) (or complete an MSDE Application on [marylandpublicschools.org](http://www.marylandpublicschools.org)). On-line applications (and resumes) are the preferred method for receiving your application/attachments. Using this method will allow applicants to access their documents for future recruitments for which they apply and verify that the appropriate documents (resume-credentials) have been attached to the recruitment that requires them. Applicants must include their resume and provide sufficient information on the application to document that they satisfy the minimum qualifications for this recruitment. Please do not put "See Resume" in the job duties section of your application; your application will not be considered.

If you utilize fax or regular mail as the option to submit required attachments, you will need to resubmit these documents each time you apply for a new position that requires the attachments. Additionally, you must include the following information on each page of the attachment you submit in order to ensure that we append the attachments to the correct recruitment: First and Last Name, Recruitment Number, and the last 4 digits of your SS# and indicate application for **Education Program Specialist I – MCSS Fiscal and Grant Analyst - #316893- (JobAps #18-005055-0028)**. Mailing Address: Maryland State Department of Education, Office of Human Resources, 200 West Baltimore Street, Baltimore, Maryland 21201. Fax: 410-333-8950 – This fax number is for Department of Education recruitment actions only.

If you have difficulty with your user account or have general questions about this online application system, please contact the MD Department of Budget and Management, Recruitment and Examination Division at 410-767-4850. For inquiries or an MSDE Application, contact 410-767-0019 or TTY/TDD 410-333-3045 or visit our website at <http://www.marylandpublicschools.org/>.

Appropriate accommodations for individuals with disabilities are available upon request.

CONDITIONS OF EMPLOYMENT:

Applicants must consent to a complete criminal and extended background investigation. Employees in this classification are subject to Substance Abuse Testing in accordance with Code of Maryland Regulation 17.04.09, Testing for Illegal Use of Drugs. 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.

CLOSING DATE:

For immediate consideration please submit your application by **January 4, 2019** - Open until filled.