



# POSITION ANNOUNCEMENT

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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 STUDENT SUPPORT, ACADEMIC ENRICHMENT & EDUCATIONAL POLICY**

YOUTH DEVELOPMENT BRANCH

February 8, 2019

**POSITION TITLE:** Staff Specialist II, Youth Development Financial Compliance Monitor

**POSITION NUMBER:** CTR #222039 Jobaps # 19-005297-0001

**SALARY:** Grade 16 Standard Salary Schedule  
\$44,898 - \$65,158

**LOCATION:** 200 West Baltimore Street  
Baltimore, Maryland 21201

**NATURE OF WORK:** This is a contractual position that will serve as the lead financial specialist that verifies and reconciles financial reimbursement requests from sub-grantees for the Division Of Student Support, Academic Enrichment & Educational Policy - Youth Development Branch.

**DUTIES AND RESPONSIBILITIES:** This position will be responsible for maintaining a chart of monthly accounts for sub-grantees, providing technical assistance on completing budget amendments and required reimbursement documentation to sub-grantees, and tracking grant drawdowns; securing and reviewing all expenditure reports; providing weekly updates to Section Chief and Director of Youth Development Branch; attending monthly meetings and assisting in identifying new funding opportunities; other duties as assigned.

**MINIMUM QUALIFICATIONS:** **EDUCATION:** Bachelor's Degree from an accredited college or university in business, finance, accounting or a related area is required. A Master's Degree is preferred.

**EXPERIENCE:** Two (2) years of professional experience in grant evaluation and monitoring or budget preparation, development, presentation and execution.

**NOTES:**

1. Applicants may substitute graduate education in business, accounting, economics, finance, political science or public administration at a rate of 30 credit hours for each year of experience.
2. Applicants may substitute additional experience on a year for year basis for the required education.

**ESSENTIAL REQUIREMENTS:** Knowledge of the principles, procedures, and practices of grants administration and financial appropriations; knowledge of financial practices and budget analysis for education programs; skill in using fiscal software packages and presenting accurate and concise reports; skill in managing multiple tasks; skill interpreting policies, procedures, laws and regulations; ability to establish and maintain harmonious working relationship; ability to communicate clearly and effectively both orally and in writing.

**PROCEDURE FOR APPLICATION:**

To apply for this position online go to [MSDE Jobs on JobAps](https://www.marylandpublicschools.org/jobs) (or complete an MSDE Application on [marylandpublicschools.org](https://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 - **Staff Specialist II, Financial Compliance Monitor, Contract # 222039, Jobaps # 19-005297-0001**. 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 available upon request*

**CONDITIONS OF EMPLOYMENT:**

Proof of eligibility to work in compliance with the Immigration Reform and Control Act and possible 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 submit your application by **February 22, 2019 – Open Until Filled.**