THE POSITION BELOW IS VACANT IN THE DEPARTMENT OF EDUCATION:

POSITION TITLE: Director of Federal Grants

LOCATION: St. Thomas/ St. John District

Interested persons should contact: **DIVISION OF HUMAN RESOURCES**
                (340) 774-0100   careers@vide.vi

Deadline for applying: Until Filled

Salary: **$77,000**

Union: Exempt

DESCRIPTION
This is a highly administrative work which involves supervision of employees and oversight and coordination of federally funded programs. An employee in this class monitors federal grants programs to ensure administrative efficiency and compliance with federal and local laws and standards. The employee also coordinates arranging training sessions and audit entrance and exit conferences.

DUTIES AND RESPOSNIBILITES (NOT ALL INCLUSIVE)
- Reviews and processes federal program documentation to include grants applications, agreements memoranda and letters;
- Collects information and documentation from various sources for delivery to auditors when audit reports are completed;
- Coordinates information and prepares responses;
- Coordinates financial and grants management activities;
- Documents and recommends new procedures for better accountability controls recordkeeping and reporting for federal aid programs;
- Researches historical records for grants and effect drawdown;
- Reviews budgets to ensure proper recording of federal-aid-funds on the Department of Finance system;
- Prepares various reports to be used for internal and external agencies;
- Supervises activities conducted in the Grants Management Office with the support and assistance of assigned personnel;
- Collects information and documentation from various sources for delivery to auditors;
- Performs related work as required

KNOWELEDGE, SKILLS AND ABILITIES

- Knowledge of all aspects of programs development;
- Knowledge of and ability to understand and implement programs within federal guidelines;
- Knowledge of Government Financial/Cost Accounting;
- Knowledge and ability to conduct training and seminar sessions;
- Ability to coordinate activities between federal program managers, top management and other federal and local government departments;
- Ability to follow evaluation designs;
- Ability to present ideas clearly and concisely;
- Ability to follow written and oral instructions.

EDUCATION AND EXPERIENCE

- Master's Degree from an accredited college or university in Business Administration, Accounting or Finance, plus at least three (3) years of experience working with federally-assisted programs (one of which should be in a supervisory or lead worker capacity)

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OR

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- Bachelor's Degree from an accredited college or university in Business, Accounting or closely related field plus at least three (3) years of experience working with federally-assisted programs (two of which should be in a supervisory or lead worker capacity).

Interested persons should apply by visiting our website at www.vide.vi/our-divisions/human-resources.html and select the appropriate application for submission procedures.

Send your complete application package careers@vide.vi for consideration.

Application documents required: (1) Completed Application, (2) Resume, (3) Cover Letter, (4) Official College Transcripts, (5) Certifications, (6) Licensures, (7) Three Letters of Recommendation, (8) Police Background Check and (9) Doctor's Statement of Good Health.

*****DUE TO A HIGH VOLUME OF APPLICANTS, THE DEPARTMENT WILL NOTIFY ONLY THOSE WHO ARE SELECTED FOR THE NEXT STEP IN THE RECRUITMENT PROCESS. *****

Travel, transportation and relocation expenses are not authorized for this position. Any travel, transportation and relocation expenses associated with reporting for duty in this position will be the sole responsibility of the selected candidate.