

JOB ANNOUNCEMENT
GOVERNMENT OF THE UNITED STATES
VIRGIN ISLANDS
DEPARTMENT OF EDUCATION
Internal/External

THE POSITION BELOW IS VACANT IN THE DEPARTMENT OF EDUCATION:

POSITION TITLE: Federal Grants Manager

LOCATION: St. Thomas/ St. John District

Interested persons should contact: **DIVISION OF HUMAN RESOURCES**
careers.sttj@vide.vi

Deadline for applying: Until Filled

Salary: \$55,000

Union: Exempt

DESCRIPTION

This is professional work involving the oversight of the department's federally funded grant programs to meet federal and state requirements and to collect and analyze information on all agency grants to contribute to the department's goals for strengthening education resources. Work involves preparing, maintain, and reporting on grants; coordinating grant applications; and serving as a liaison between State and Districts. Supervision for this position is received from the Director of Federal Grants. The person selected will also be responsible for periodic training of others. Work in this class requires a high degree of collaboration and communication with individuals at several offices across the Territory. Moderate latitude for the use of initiative and independent judgment is expected. Person selected must be very well organized, able to prioritize, meet deadlines and maintain meticulous records which are subject to regular audits.

DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE)

- Assure compliance with conditions of grant by monitoring and analyzing award agreements, contracts, grants and subcontract expenses and activities, ensuring compliance with federal and local laws;
- Monitor and analyze grant expenses and activities by identifying and solving potential or existing grant problems;
- Oversee budget developments and revisions to ensure efficiency and effectiveness of grant services by negotiating work-statements/budgets, and executing contracts;
- Coordinate grant closeouts activities by ensuring reports are submitted to grantors; ensuring all grant funds are fully utilized; liquidating all unused budgeted funds; confirming that all grant funded equipment is accounted for;

- Serve as liaison between department and grant funding sources by attending meetings; responding to information requests and resolving issues between parties involved;
- Enhance and ensure quality of services provided by contractors by coordinating governmental and private audit responses and coordinating and attending site visits;
- Assist in identifying new opportunities by researching, identifying and assessing new grant opportunities and grant renewal opportunities;
- Prepare reports by collecting, analyzing and summarizing information;
- Maintain files and records by filing and documenting grant activities;
- Assist in completing/ submitting grant applications by analyzing data and requests;
- Interpret and/ or develop policies, rules, or regulations; provides guidance to State and District staff and the community regarding grant administration, policies and procedures; and resolves related issues and concerns;
- Develop work plans and time lines to ensure submission of federal grant applications and program reports in a timely manner;
- Obtain and analyze project costs and prepares budget justifications and budget revisions for federal grants;
- Initiate and coordinate cross-functional workgroups composed of internal and external stakeholders to develop program objectives, work plans and budgets;
- Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of laws and regulations pertaining to grants and contract administration and of research and budgeting processes;
- Knowledge of grants and contract administration and principles;
- Knowledge of administrative analysis and statistical techniques as applied to organizational and management problems;
- Skill in grant and report writing and budget development;
- Ability to work with others to assure grant compliance and departmental responsiveness;
- Ability to interpret guidelines, policies, procedures, and regulations; to evaluate fiscal data for reasonableness, necessity, and conformity with grant requirements and to train others;
- Ability to analyze complex administrative personnel and organizational problems and develop effective courses action;
- Ability to manage time and meet deadlines;
- Ability to establish and maintain effective working relationships with staff at all levels and all persons contacted during the course of work;
- Excellent written and oral communication skills.

EDUCATION AND EXPERIENCE

- Bachelor's degree in Public Administration, Business, Economics or a related field and two (2) years of relevant work experience;
- A Master's degree may be substituted for one year of the work experience

Interested persons should apply by visiting our website at www.vide.vi and select the appropriate application for submission procedures.

Send your complete application package to careers.sttj@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