



Human Resources Section
2500 North Lincoln Boulevard, Rm. 111
Oklahoma City, OK 73105-4599
Phone 405.521.3977 ~ Fax 405.522.1671
jobs@sde.ok.gov
http://ok.gov/sde/jobs

Grants Consultant (540)

Titles I, II, VI & X, Oliver Hodge Building, Oklahoma City

(Applications will be accepted for this unclassified vacancy until position has been filled)

GENERAL DESCRIPTION

Under general direction, assist grantees in qualifying for and implementing successful programs resulting in improved academic performance.

MINIMUM QUALIFICATIONS

- Graduation from an accredited college or university with a degree *[official transcript(s) required]* and;
- Minimum of one year federal programs experience.

KNOWLEDGE/SKILLS/ABILITIES

- Demonstrated knowledge of federal regulations, grant policies and procedures, grant awards and allocation processes.
- Knowledge of grant administration rules, polices, regulations and procedures for grant programs.
- Ability to administer grants and analyze grant proposals; to manage budgets in accordance with applicable principles; ability to plan and execute work.
- Technical skills to use all applicable software tools in managing grants and developing online reports.
- Ability to communicate effectively and to direct the work of others; to establish and maintain effective working relationships with fellow employees, public school administrators, and the public in general; to present facts and opinions clearly and concisely.
- Applicants must be willing and able to perform necessary job-related travel.

EXAMPLES OF WORK PERFORMED

- Assist grantees in qualifying for and implementing successful programs resulting in improved academic performance;
- Provide advice and assistance to school district personnel as they submit applications, revisions and required reports; provide support in managing the grant tools available on the Web;
- Ensure grantee compliance with the terms and conditions of the grant award;
- Interface effectively with district grant managers, program specialists, claims specialists and application software developers;
- Suggest recommendations for improvement of administrative and management procedures and processes relative to the grants programs.

COMPENSATION

Annual Salary - \$40,425 Retirement Contribution - 7% of annual salary Insurance (health, life, dental, disability) - \$7,691

Additional benefits include 10 paid holidays, 15 days sick leave and 15 days annual leave per year; longevity pay; dependent health, life & dental coverage available for purchase; \$25 tax-deferred compensation match available.

Code: 1414

Posted: November 15, 2012

It is the policy of the Oklahoma State Department of Education (OSDE) not to discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs or employment practices as required by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. Civil rights compliance inquiries related to the OSDE may be directed to the Affirmative Action Officer, Room 111, 2500 North Lincoln Boulevard, Oklahoma City, Oklahoma 73105-4599, telephone number (405) 522-3319; or, the United States Department of Education's Assistant Secretary for Civil Rights. Inquiries or concerns regarding compliance with Title IX by local school districts should be presented to the local school district Title IX coordinator.

This publication, printed by the State Department of Education Printing Services, is issued by the Oklahoma State Department of Education as authorized by 70 O.S. § 3-104. Fifty copies have been prepared at a cost of two cents per copy. Copies have been deposited with the Publications Clearinghouse of the Oklahoma Department of Libraries. November 2012