**Job Class: Grants Specialist Senior**

**Working Title: Grants Specialist Sr**

* **Job ID:** 50495
* **Location:** St. Paul
* **Full/Part Time:** Full-Time
* **Regular/Temporary:** Unlimited
* **Who May Apply**: Open to all qualified job seekers
* **Date Posted**: 11/22/2021
* **Closing Date**: 12/21/2021
* **Hiring Agency/Seniority Unit**: Natural Resources Dept
* **Division/Unit**: Parks & Trails / Central Office
* **Work Shift/Work Hours**: Day Shift
* **Days of Work**: Monday - Friday
* **Travel Required**: No
* **Salary Range:** $24.03 - $35.24/hourly; $50,174 - $73,581/annually
* **Classified Status**: Classified
* **Bargaining Unit/Union**: 214 - MN Assoc of Professional Empl/MAPE
* **Work Area**: St. Paul Central Office
* [Connect 700 Program Eligible: Yes](https://mn.gov/mmb/careers/diverse-workforce/people-with-disabilities/connect700/)

**Job Summary**

The Minnesota Department of Natural Resources is currently seeking a Grants Specialist Senior to work in the division of Parks and Trails.  This position exists to provide professional technical support to the Division of Parks & Trails' federal Land and Water Conservation grants Program (LWCF), Off Highway Vehicle (OHV) and other division grant programs. The incumbent will manage the DNR portion of the LWCF Program and legislatively authorized pass thru grants for bonding, OHV, and general fund.  The position implements the LWCF Program and legislatively designated pass through grants in a manner consistent with applicable state and federal laws and requirements from the Department of Administration’s Office of Grants Management and the Department of Management and Budget Capital policies and procedures.  Primary responsibilities include financial management and administration, implementing grant/program policies and procedures, and providing high levels of customer service and technical assistance for internal and external customers.

Responsibilities include, but are not limited to:

* Establish, implement, carry out, and manage the state portion of the Federal Land and Water Conservation Fund Program (LWCF).
* Administer park and trail grants associated with statewide projects receiving funding via pass-through Bonding, OHV, and general funding from direct legislative appropriations to ensure grantees are in compliance with program requirements and are reimbursed properly for project costs.
* Respond and provide information, reports or participate in special projects as assigned and to assist as needed in the USFWS water based grants.
* Participate in opportunities to partake of professional development and training that adds or enhances your skill base.
* Work as a member of a highly motivated and supportive team.
* Establish working relationships with a variety of public and private organizations and agencies all motivated to provide unforgettable outdoor recreational experiences.

**Minimum Qualifications**

* Three years of professional experience administering grant programs.  A bachelor's degree in Grants Administration, Business Administration, Public Policy/ Administration, Accounting, Finance, Natural Resources or related field may substitute for one year of experience.
* Demonstrated experience in project management.
* Knowledge in grant administration principles, procedures and techniques and the applicable state and federal laws, rules and regulations sufficient to administer statewide planning grants programs.
* Ability to evaluate information and data sufficient to develop policy and program administration recommendations, identify alternative solutions to complex issues and convey to a diverse audience.
* Ability to analyze fiscal reports for adherence and conformance to federal laws, state statues and departmental policies.
* Ability to read, comprehend, and analyze guidelines, statutes, contract agreements, amendments, and work programs in order to interpret and apply these to individual circumstance or situations.
* Demonstrated communication skills (written and oral) sufficient to establish strong working relationships with Agency leadership, as well as Agency staff, other state agencies, grantees, and contractors; work effectively as a team member, and carry out work assignments; delivering information to ensure program compliance with policies and regulations, and possess the ability to identify issues, resolve disputes, and recommend solutions.
* Excellent organizational and problem solving skills and the ability to handle multiple projects, and work within tight deadlines and adapt to changes that arise.
* Knowledge and experience in creating a diverse, equitable, and inclusive working environment.
* Experience with generally accepted accounting principles (GAAP) and internal control principles such as monitoring, training, and separation of duties.
* Knowledge and experience reviewing, approving, and managing grant budgets.

**Preferred Qualifications**

* Knowledge of state and federal policies and procedures for the administration of grants.
* Master's degree in public policy, non-profit administration, natural resources, or a related field.
* Proficiency with financial, accounting, and grant software.
* Knowledge of departmental structure, policies, and procedures.
* Successful participation of the State of Minnesota Star of the North Fellowship program.

**Physical Requirements**

Requires occasionally lifting such articles as file boxes and heavy hand tools or heavier materials with help from others and/or lifting and carrying light objects frequently. Even though the weights being lifted may only be a negligible amount, a job in this category may require walking or standing to a significant degree or may involve sitting most of the time with a degree of pushing and pulling of arm and/or leg controls. Occasional work in the out of doors under various conditions.

**Additional Requirements**

\*This position requires an unrestricted Class D Driver’s License with a clear driving record\*

It is our policy that all candidates submit to a background check prior to employment. The background check may consist of the following components:

* Employment Reference Check
* SEMA4 Records Check
* Criminal History Check
* Education/license verification

**Why Work For Us**

Our goal as an employer is to actively recruit, welcome and support a workforce, which is diverse and inclusive of people who are underrepresented in the development of State of Minnesota policies, programs and practices, so that we can support the success and growth of all people.

We are proud to operate within a Culture of Respect that provides a healthy, safe, and productive work environment for all employees.  This means that our employees are respectful to one another and to our customers.  We believe that promoting a Culture of Respect allows our employees to do their best work in support of the agency’s mission.

GREAT BENEFITS PACKAGE! The State of Minnesota offers a comprehensive benefits package including low cost medical and dental insurance, employer paid life insurance, short and long term disability, pre-tax flexible spending accounts, retirement plan, tax-deferred compensation, generous vacation and sick leave, and 11 paid holidays each year.

**How to Apply**

Select “Apply for Job” at the top of this page. If you have questions about applying for jobs, contact the job information line at 651-259-3637.

***If you are a Connect 700 applicant, please submit your certificate to Becky Keller at*** becky.keller@state.mn.us ***by the job posting close date.***

For additional information about the application process, go to <http://www.mn.gov/careers>.

**Contact**

If you have questions about the position, contact Linda Erickson-Eastwood at linda.erickson-eastwood@state.mn.us or 651/259-5589.

**AN EQUAL OPPORTUNITY EMPLOYER**

The State of Minnesota is an equal opportunity, affirmative action, and veteran-friendly employer. We are committed to providing culturally responsive services to all Minnesotans. The State of Minnesota recognizes that a diverse workforce is essential and strongly encourages qualified women, minorities, individuals with disabilities, and veterans to apply.

We will make reasonable accommodations to all qualified applicants with disabilities. If you are an individual with a disability who needs assistance or cannot access the online job application system, please contact the job information line at 651-259-3637 or email careers@state.mn.us. Please indicate what assistance you need.