Texas Historical Commission
Job Vacancy Notice

Position Title: Grants Specialist
Classification Title: Grants Specialist III
Job Posting Number: 23-110
Salary: $4,500.00-$5,500.00/month
FLSA: Exempt
Salary Group/Class #: B20/1921
Opening Date: 7/28/2023
Closing Date: Until Filled
Hours/Week: 40
Duration: Regular, Full-time
Work Location Address: 1700 North Congress, Austin, Texas (Stephen F. Austin Building)

JOB OBJECTIVE: Perform highly complex (senior-level) grant development, coordination, administration, and financial tracking work. Work involves coordinating, reviewing, tracking, monitoring, accounting, and reporting for grants as assigned; and serving as a liaison between funding sources and the state or federal government. Acts as the liaison between the Staff Services Division and program areas for agency grant activities. May serve as a lead worker providing direction to others. Work under limited supervision, with considerable latitude for the use of initiative and independent judgment.

ESSENTIAL DUTIES:
1. Coordinate with grants program staff in the various divisions to ensure compliance with all statutes, rules, and agency grants management policies governing the grants they oversee.
2. Coordinate and monitor compliance with requirements, laws, regulations, policies, and procedures for state and federal grants received and distributed by THC.
3. Provide guidance to staff and constituents regarding grant administration, compliance, policies, and procedures; and resolves related issues and concerns.
4. Submit monthly, quarterly, or annual financial reports as necessary for various grants.
5. Responsible for reviewing and processing reimbursements to grantees as approved requests are received from grants program staff.
6. Responsible for internal budget and payment tracking of various grants.
7. Coordinate and maintain agency registrations on various required federal websites.
8. Update agency grant financial forms and templates as needed.
9. Coordinate and maintain THC’s annual Historic Preservation Fund (HPF) Grant from NPS, including application and end-of-year reports, drawdowns, financial tracking, and reporting.
10. Update agency internal grant management policies and procedures as needed.
11. Retain all files and records related to state and federal grants according to the State’s retention schedule.
12. Adhere to an established work schedule with regular attendance.
13. Follow all THC safety guidelines/procedures and ethics requirements.

NON-ESSENTIAL DUTIES:
14. Perform other duties as assigned.

QUALIFICATIONS/REQUIREMENTS (The application must specifically state how each of the following qualifications are met):
• Graduation from an accredited four-year college or university with major coursework in accounting, public administration, business administration, or a related field (one year of work experience related to the essential duties may substitute for one year of college);
• Minimum three year’s work experience in the administration, coordination, and financial management and monitoring of grants;
• Valid driver’s license, acceptable driving record, and ability to drive a state vehicle; and
• Required to travel up to 5% of the work period.

PREFER:
• Graduation from an accredited four-year college or university with a degree in accounting, business, or a closely related field;
• Experience administering a grants program at a Texas state agency;
• Work experience in using Centralized Accounting and Payroll/Personnel System (CAPPS), or Uniform Statewide Accounting System (USAS), or other accounting software;
• Extensive experience using Microsoft Excel and various formulas for grant tracking (or similar uses);
• Experience reporting and managing federal grants; and/or
• Experience with FEMA Public Assistance and/or other federal disaster assistance grant program.

KNOWLEDGE, SKILLS, AND ABILITIES:
• Knowledge of laws and regulations pertaining to grants and/or contract administration principles; and research and budgeting processes.
• Skill in grant preparation, development, evaluation, and monitoring;
• Effective verbal and written communication, human relations, and organizational skills;
• High-level skill in operating a personal computer with word processing, database, and spreadsheet software;
• Ability to interpret and apply accounting theory;
• Ability to plan and coordinate financial programs;
• Ability to perform complex accounting transactions and interpret laws and regulations;
• Ability to work in a setting requiring self-motivation/cooperative decision-making and to work effectively with diverse groups of people;
• Ability to research, analyze and solve data entry problems;
• Ability to work effectively under pressure and meet strict deadlines while maintaining extreme attention to detail;
• Ability to multi-task in a fast-paced environment;
• Ability to adapt successfully and quickly to change and deliver quality results in a timely manner;
• Ability to plan, organize and work independently, as well as within a team environment;
• Ability to exercise sound judgment and discretion; and
• Knowledge of laws and regulations pertaining to grants and contract administration;
• Skill in providing customer service excellence to both internal and external customers;
• Ability to maintain the highest level of confidentiality.

REGISTRATION, CERTIFICATION, OR LICENSURE:
Must have or obtain a valid Driver’s License and Defensive Driving Course to be able to operate state vehicles. CPA Texas Contract Management (CTCM) certification or obtain certification within one year of the hire date.

ENVIRONMENT/PHYSICAL CONDITIONS: Normal office work environment and may have exposure to dust and environmental allergens consistent with normal business activities and human contact. Mostly sedentary in nature but may involve walking; standing; pulling, and pushing; kneeling, stooping, and bending; performing tasks requiring fine motor skills and coordination; and safe lifting and carrying items weighing up to 50 pounds. Must be able to work extended periods at a computer, and may require working extended hours and some evenings, weekends, and overnight, as needed. Involves safely operating a state vehicle and driving for long distances, and traveling by airplane. Telework policy permits up to three days per week of remote work.
REMARKS (Application procedures, Special requirements): State of Texas application must be submitted through the CAPPwebsite. Only applicants interviewed will be notified of their selection or non-selection. Resumes will NOT be accepted in place of a completed application.

The Texas Historical Commission is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, genetic information, age, or disability in the recruitment, selection, appointment, training, promotion, retention, or any other personnel action or deny any benefits or participation in programs or activities which it sponsors.

Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.

As part of the employment process, THC will conduct a driving and criminal background check. Unsatisfactory information relevant to the position may disqualify the applicant from employment.

Disability access for testing and interview accommodations can be provided upon reasonable notice by contacting Human Resources at 512-305-6729.

THC participates in E-Verify and will provide the Social Security Administration and, if necessary, the Department of Homeland Security with information from each new employee's Form I-9 to confirm work authorization.

Additional Military Crosswalk information can be accessed at:

https://hr.sao.texas.gov/Compensation/JobDescriptions/R1921.pdf

Veterans: Go to www.texasskillstowork.com for assistance with translating your military work experience and training courses into civilian job terms, qualifications/requirements, and skill sets.

For New Hires/Rehires: Health insurance is available on the 1st of the following month after a 60-day waiting period.

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AFFIRMATIVE ACTION EMPLOYER