

## Job Description

<b>Job Title</b>	Grant Program Specialist (CVRC #10110202+)	
<b>Job ID</b>	148330	
<b>Posting End Date</b>	10/27/2024	
<b>Location</b>	Albuquerque	
<b>Full/Part Time</b>	Full-Time	
<b>Regular/Temporary</b>	Sponsored Term	
<b>Agency</b>	Crime Victims Reparation Comm	
<b>Job Posting Type</b>	Continuous Job Opening	
<b>For more Job Requirements &amp; Classification Description:</b>		<a href="#">Click Here</a>

---

[Return to Previous Page](#)

[Switch to Internal View](#)

---

## Salary

\$19.82 - \$31.71 Hourly

\$41,218 - \$65,949 Annually

This position is a Pay Band 60

## Posting Details

This posting will be used for ongoing recruitment and may close at any time. Applicant lists may be screened more than once.

This job posting will be utilized for multiple vacancies.

This position is a Sponsored Term position that is not funded by the general fund.

## Why does the job exist?

The Grants Program Specialist will in coordination with other grant staffs, assist in the programmatic and financial management and compliance of Services Training Offices Prosecutors (STOP), Violence Against Women Act (VAWA), Victims of Crime Act (VOCA) and Sexual Assault Services Program (SASP) sub-recipients. Under the direction of the VOCA and VAWA Grant Administrators, major activities produced in this position include: monthly processing and desk audits, accomplished by site visits, of sub-recipients invoices, review of sub-recipients statistical and progress reports, processing budget adjustment requests from sub-recipients and technical assistance and follow up with sub-recipients regarding programmatic and financial reporting compliance.

## How does it get done?

Duties of this position include:

- \* Provide financial assistance with federal grant programs;
- \* Analyze and comparing the federal and match accounting sheets with the sub-recipients' budgets;
- \* Process monthly cash reimbursement invoices;
- \* Provide oversight and technical assistance to sub-recipients through phone calls, emails, mail and site visits;
- \* Prepare analytical reports of programmatic and financial compliance of sub-recipients;
- \* Work as a team to complete time sensitive quarterly, annual statistical and programmatic reports required by the federal mandates;
- \* Assists in the pre and post award preparation of the grants, including: mailing, logging, recording applications, developing applicant spreadsheets, organizing RFP information for proposal reviewers and participates in the proposal review process by providing sub-grantee's compliance with administrative requirements.

## Who are the customers?

This position will serve:

- \* Victims of Crime in the State of New Mexico
- \* Crime Victims Service Providers
- \* State and Federal government agencies.

## Ideal Candidate

The ideal candidate(s) will have the following experience:

- \* Basic Grant and financial experience
- \* Reviewing and processing Invoices
- \* Basic Excel proficiency
- \* Good customer service skills
- \* Good writing skills

**Minimum Qualification**

Associates degree and two (2) years of experience in the procedures of business and management principles involved in strategic planning. Substitutions Apply. See Substitution Table below.

**Substitution Table**

These combinations of education and experience qualify you for the position:

	Education		Experience
1	High School Diploma or Equivalent	AND	4 years of experience
2	Associate's degree	AND	2 years of experience
3	Bachelor's degree or higher	AND	0 years of experience

- Education and years of experience must be related to the purpose of the position.
- If Minimum Qualification requires a specific number of "semester hours" in a field (e.g. 6 semester hours in Accounting), applicants MUST have those semester hours in order to meet the minimum qualifications. No substitutions apply for semester hours.

**Employment Requirements**

Must possess and maintain a valid New Mexico Driver's License. Must possess and maintain a current Defensive Driving Course Certificate from the State of New Mexico or must pass and receive Defensive Driving Course Certification within six (6) months of date of hire as a condition of continued employment. Pre-employment background investigation is required and is conditional pending results.

**Working Conditions**

Work is performed in an office setting with exposure to Visual/Video Display Terminal (VDT) and extensive phone and personal computer usage. Some sitting, standing, bending and reaching may be required. Direct client interaction and some travel may be required.

**Supplemental Information**

Do you know what Total Compensation is? [Click here](#)

Agency Contact Information: Donna Richmond (505) 795-4486 or Donna.Richmond@cvrc.nm.gov. [Email](#)

For information on Statutory Requirements for this position, click the Classification Description link on the job advertisement.

**Bargaining Unit Position**

This position is not covered by a collective bargaining agreement.

---

[Return to Previous Page](#)

[Switch to Internal View](#)

---