

# MDEQ JOB ANNOUNCEMENT



The Human Resources Office is accepting applications for the following job vacancy in the Office of Administrative Services.

**Position:** Branch Director I  
**PIN:** 5423  
**Starting Salary:** \$37,073.31  
**Location:** Budgeting Bureau – Grants

## **Minimum Qualifications:**

A Master's Degree from an accredited four-year college or university; **AND** Four (4) years of experience in the special experience defined below, one (1) year of which must have included line or functional administrative or advanced technical supervision.

**OR**

A Bachelor's Degree from an accredited four-year college or university; **AND** Five (5) years of experience in the special experience defined below, one (1) year of which must have included line or functional administrative or advanced technical supervision.

**OR**

Graduation from a standard four-year high school or equivalent (GED or High School Equivalency Diploma); **AND** Nine (9) years of experience in the special experience defined below, one (1) year of which must have included line or functional administrative or advanced technical supervision.

## **Special Experience:**

Employment must have been in an administrative, professional capacity in an area of work related to the functional responsibility of the branch in which the position exists. In those branches where registered specialists provide the primary source of functional and technical knowledge for planning and accomplishing the mission of the branch, the incumbent may also be required to be registered and experienced in that profession. Work experience must have included supervising and coordinating a variety of functions.

## **Substitution Statement:**

Related education and directly related special experience as defined above may be substituted on an equal basis, except there shall be no substitutions for the required one (1) year of experience which must have included line functional administrative or advanced technical supervision.

## **Primary Functions:**

- Assist the Grants Division Director in all aspects of Grants Management including, but not limited to, duties such as data entry, reconciliations, preparation of monthly draws and billings, preparation of grant applications, processing of grant award, preparation of monthly and quarterly reports, cross-train within the Budgeting Bureau.
- Print appropriate reports from MDEQ's internal revenue and expenditure system (ABG). Data entry of this information into excel spreadsheets. Reconcile data entry to ABG. Create expenditure logs by running macros in Excel. Reconcile YTD totals to ABG.
- Prepare monthly draws and billings from expenditure logs.
- Prepare grant applications and process grant awards.
- Ensure all MDEQ timesheets are signed and stored electronically.
- Assist with preparation of annual Federal Financial Reports and grant close-out packages. Prepare quarterly DBE reports for EPA.
- Filing and shredding. Cross-train with other Budgeting Bureau staff. Other duties as assigned.