

MDEQ JOB ANNOUNCEMENT



The Human Resources Office is accepting applications for the following job vacancy in the Office of Pollution Control.

Position: Operation Management Analyst Principal
PIN: 4196
Starting Salary: \$38,652.35
Location: Waste Division – Grants/Management Support

Minimum Qualifications:

A Master's Degree from an accredited four-year college or university;

AND

Four (4) years of experience related to the described duties.

OR

A Bachelor's Degree from an accredited four-year college or university;

AND

Five (5) years of experience related to the described duties.

OR

Graduation from a standard four-year high school or equivalent (GED or High School Equivalency Diploma);

AND

Nine (9) years of experience related to the described duties.

Substitution Statement:

Above graduation from a standard four-year high school or equivalent (GED or High School Equivalency Diploma), related education and related experience may be substituted on an equal basis.

Primary Functions:

- Review grant applications from local government applicants for solid waste assistance grants, waste tire assistance grants, solid waste planning grants and other grants that may become available and develop and process grant awards to selected applicants.
- Administer, coordinate, and/or modify the awarded Solid Waste Assistance Grants, waste tire assistance grants and solid waste planning grants for local governments in an assigned region(s) of the state.
- Manage existing grant awards for grantees including: processing payment requests, sending notices of expirations, processing extensions/modifications, and collection of "Release of Claims" forms for closed or expired grants.
- Assist with varying grant functions including: budgeting assistance, reports to management and to the Commission on grant awards, preparing grant related presentations or reports, and supporting special grant programs as they arise.
- Assist and coordinate with other Waste Division branches on grants management and on processing payment requests for other financial assistance programs including the solid waste planning grants program, the waste tire incentive grants program, the waste tire abatement program and the nonhazardous corrective action trust fund.
- Assist Waste Division staff with management support functions where needed including travel planning and reimbursement assistance, processing supply and other purchasing orders, assisting with property management and audits, budgeting assistance and all other assigned work areas.