

MDEQ JOB ANNOUNCEMENT



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

Position: Special Projects Officer IV
PIN: 28
Starting Salary: \$37,261.92
Location: Budget Bureau – Grants Management Branch

Minimum Qualifications:

A Master's Degree from an accredited four-year college or university in a field related to the scientific, technological, or specialized functions of the employing agency;

AND

Four (4) years of experience related to the above described duties, three (3) years of which must include line or functional supervision.

OR

A Bachelor's Degree from an accredited four-year college or university in a field related to the scientific, technological, or specialized functions of the employing agency;

AND

Five (5) years of experience related to the above described duties, three (3) years of which must include line or functional supervision.

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 above described duties, three (3) years of which must include line or functional supervision.

Substitution Statement:

Related education and related experience may be substituted on an equal basis, except there shall be no substitution for the three (3) years of line or functional 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 the 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.