

# MDEQ JOB ANNOUNCEMENT



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

**Position:** Program Specialist II  
**PIN:** 28  
**Starting Salary:** \$32,000.00  
**Location:** Budget Bureau – Grants Branch

**Minimum Qualifications:**

Typically requires a Bachelor's degree and 1-3 years of experience.

**Primary Functions:**

1. Print monthly reports for data entry and reconciliation
2. Perform data entry for monthly expenditures
3. Reconcile monthly reports
4. Distribute monthly reports to program staff
5. Assist with monthly, quarterly and annual federal reports
6. Route and track grant applications and grant awards
7. Create and maintain grants in MAGIC
8. Prepare journal voucher memos
9. File grant related documents
10. Complete other duties as assigned