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

**Position:** Program Specialist III

**PIN:** 5562

**Starting Salary:** $43,509.31

**Location:** Waste Division – Grants/Management Support Branch

**Minimum Qualifications:**
Typically requires a Bachelor’s degree and 2-4 years of experience.

**Primary Functions:**

1. Review grant applications from local government applicants in an assigned region(s) of the state for solid waste assistance grants (competitive and non-competitive), for waste tire assistance grants, for solid waste planning grants and other grants that may become available; will develop recommendations for awards to the Branch manager and will process grant awards to approved applicants.

2. Work with the Office of Administrative Services to process the awards of the approved grants to local governments. This will include the development of the grant cover sheet, the development of special grant conditions, the development of the cover letter and the transmittal of the executed grant documents to the grantee.

3. Manage awarded grant with grantees for the solid waste assistance grants, waste tire grants, and solid waste planning grants. These tasks include: processing requests for payment, reviewing invoices and reports against the approved application and state grant laws and regulations, sending notices of expirations, processing extensions or modifications, and collecting “Release of Claims” forms for closed or expired grants. The grants coordinator will also coordinate with the Waste Tire Compliance programs on the conditions of waste tire grant awards, with the Solid Waste planning staff on the conditions of solid waste planning awards and with the Hazardous Waste staff on Household Hazardous Waste grants.

4. Assist with varying other grant functions including: budgeting assistance on available grant funds, reports to Branch Manager and Division Chief on grant program conditions, results and awards, reports to the Commission on grant awards, preparing grant related presentations or reports, and supporting special grant programs as they arise.

5. Assist and coordinate with other Waste Division staff on grants management and processing payment requests for other financial assistance programs including the cooperative recycling grants program, the waste tire incentive grants program, the waste tire abatement program, the nonhazardous corrective action trust fund and the household medical sharps collection program.

6. Assist the Branch manager, Division Chief and other 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 other assigned work areas.