

The Department of Early Childhood Education (DECE) will hire a Grants Specialist under the Office of School Readiness to oversee grants processes.

The Roles & Responsibilities are listed below but do not include all duties that may be expected of the position.

1. Oversee and help facilitate all ADECE grant processes including:
  - Ensure applications and MOUs are complete and meet all legal requirements.
  - Ensure all recipient payments are posted in a timely manner.
  - Schedule and assist in grant writing trainings for potential applicants, both internal and external with partnering agencies.
  - Oversee existing and new grant applications for all processes in the grants management system for uniformity and ensure they meet budgetary requirements.
  - Assist, as needed, in New Grantee Trainings.
  - Develop and maintain relationship with ADECE grantees to answer questions and assist in a smooth process while applying and managing funding applications, MOUs and requested submissions.
  - Works with the Federal Grants Manager when processes are federally funded.
2. Maintains knowledge of grant funding policies, regulations, and procedures.
3. Performs miscellaneous job-related duties as assigned.
4. Attend trainings as needed.

#### Knowledge, Skills and Abilities Required

- Ability to communicate effectively, both orally and in writing.
- Ability to determine informational needs, to collect and analyze information, and to devise and develop statistical analyses and reports.
- Skill in the use of personal computers and related software applications.
- Database management skills.
- Skill in organizing resources and establishing priorities.
- Ability to provide technical advice and information to staff in area of expertise.
- Knowledge of grant funding policies, regulations and procedures.
- Knowledge of budgeting and fiscal management principles and procedures.

This position requires meeting the qualifications for the Administrative Support Assistant II or III or Departmental Office Specialist and will be based in the Montgomery office. Other classifications will be considered if candidates meet requirements. Applicants will not be scheduled for interviews until they are on the State Personnel register for this classification.

Please submit interest with a copy of your resume to:

Tammy Gibson, Personnel Director  
tammy.gibson@ece.alabama.gov