

DEPARTMENT OF HOUSING  
JOB OPPORTUNITY  
**DURATIONAL GRANTS AND CONTRACTS SPECIALIST**  
**SEVEN (7) VACANCIES**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** CANDIDATES ON A CURRENT EXAMINATION LIST

**Location:** 505 Hudson Street, Hartford

**Job Posting No:** 00000

**Hours:** 40 hours per week

**Salary:** \$69,891-\$89,888 (AR-26)

**Closing Date:** July 1, 2013

**Eligibility Requirement:** Candidates must have applied for and passed the Grants and Contracts Specialist examination and be on the certification list promulgated by the Department of Administrative Services for the Grants and Contracts Specialist classification

**The examination is currently being offered and the closing date is July 1, 2013. Refer to the link below for the exam announcement and application/examination procedures**

**. [http://das.ct.gov/HRDocs/JobsExams/Grants\\_Contracts\\_Specialsit\\_2013.pdf](http://das.ct.gov/HRDocs/JobsExams/Grants_Contracts_Specialsit_2013.pdf)**

**State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.**

**These positions are TWO YEAR DURATIONAL POSITIONS.**

**Knowledge, Skills and Abilities:** Considerable knowledge of grant preparation and administration; considerable knowledge of program evaluation and monitoring functions; knowledge of research methods and techniques; some knowledge of budget preparation and monitoring; considerable interpersonal skills; considerable oral and written communication skills; ability to utilize computer software; some supervisory ability.

**Examples of Duties:** Performs duties related to the management of the federal Community Development Block Grant-Disaster Recovery (CDBG-DR) grant program; performs data collection and analysis to support the access and distribution of grant funds, including but not limited to review of "best practices", regulatory requirements, and processes to determine potential barriers and identify priorities; collaborates with other Departmental Units (e.g., Grant Management, Internal Audit, Finance, etc. to direct processes and workflow; consults with the house counsel as needed to resolve contracts issues; performs regular and periodic compliance review of all aspects of grant operation and management; monitors, and as necessary, coordinates activities of contractors and beneficiaries to remain abreast of the status of activities; develops goals and objectives, evaluation standards, timetables, and other program components for departmental policies relative to program operation and individual projects; review and evaluates grant proposals form for compliance with state and federal regulations and published goals; monitors the use of grant funds by contractors for all terms and conditions; provide technical assistance to contractors and beneficiaries; acts as a resource to other units within the agency, other federal, state and local participants; recommends funding awards; prepare contracts and agreements related to grant activities; monitor and assesses program for conformance to reporting requirements, budgetary compliance, performance timetables, and effectiveness; reports on conformance reports on conformance to reporting requirements, budgetary compliance, performance timetables, and effectiveness in the federal DRGR reporting system; provides information for and/or prepares quarterly, semi-annual and annual reports, as directed or requested, to keep senior management, Internal Audit and Commissioner informed of the operation and progress of grant activity; attends meetings of state, federal , local and regional organizations relative to grant administration and related activities; performs related duties as required.

**General Experience:** Seven (7) years of experience in planning, implementation and/or management of grant programs on a community, state or federal level.

**Substitutions Allowed:**

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in a closely related field may be substituted for one (1) additional year of the General Experience.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit (**please do not email or fax your application package**) a cover letter, a resume, and a Form CT-HR-12 (application for employment) found on the DAS website **no later than close of business July 1, 2013** to:

**DEPARTMENT OF HOUSING  
Human Resources Office  
505 Hudson Street  
Hartford, CT 06106**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.