

## Job Class: Grant Specialist Coordinator

### Working Title: Grants and Financial Manager

Job ID: 26388

**Who May Apply:** Open to all qualified job seekers

**Date Posted:** **October 5, 2018**

**Closing Date:** **October 25, 2018**

**Hiring Agency/Seniority Unit:** Minnesota Emergency Medical Services Regulatory Board/MAPE

**Work Shift:** Days

**Work Hours:** 8:00 a.m. to 4:30 p.m.

**Days of Work:** Monday - Friday

**Travel Required:** Yes

**Salary Range:** \$25.37 - \$37.45/hourly; \$52,973 - \$78,196/annually

**Classified Status:** Classified

**Connect 700 Program Eligible:** Yes

#### Job Summary

The Grants and Financial Manager serves as a key and collaborative member of a team that protects the public's health and safety with regard to EMS in Minnesota. The Minnesota Emergency Medical Services Regulatory Board is located in Minneapolis, Minnesota, and the position will be based at the Minneapolis office.

This purpose of this position, with limited supervision, is to: provide agency grants management services spanning the entire grant process for multiple grants where the EMSRB may be the grantor or the grantee; provide lead work direction to administrative staff and student workers; and assist with the financial management of the EMSRB including budgeting and purchasing responsibilities.

Responsibilities for this position include, but are not limited to:

- Administer all aspects of the EMSRB grants to various grantees which include the eight regional EMS systems including advising grantees on grant compliance and working with grantees to resolve non-compliance issues and ensuring that statewide goals are met.
- Manage the federal and state grants which the EMSRB seeks or obtains so that the agency meets its reporting and other obligations consistent with applicable federal and state laws, regulations, and policies.
- Manage the volunteer ambulance personnel training reimbursement program and the ambulance service personnel longevity award in compliance with Minnesota statutes.
- In coordination with the Executive Director, manage the fiscal activities of the agency including preparing and analyzing budgets and preparing budget reports.
- Serve as lead worker to support staff and student workers, providing work direction and oversight.
- Assist in assessing and solving problems associated with functional and operational issues of the agency.

#### Minimum Qualifications

\*\* To facilitate proper crediting, please ensure that your resume clearly describes your experience in the areas listed.

- The candidate must have at least three (3) years of professional experience in grants management or grants administration, contract administration, or professional-level experience in a field related to the work of the position. A Bachelor's degree or higher in accounting, business, finance, or in a field related to the work of the position may substitute for one (1) year of this experience.
- Experience developing requests for proposals (RFPs).
- Experience or knowledge of budget practices sufficient to prepare and review budgets and fiscal documents.

## Preferred Qualifications

- A Bachelor's degree or higher in accounting, business, finance, or in a field related to the work of the position.
- Knowledge of state appropriations, budgeting, purchasing, and auditing requirements.
- Working knowledge of generally accepted accounting principles sufficient to forecast, budget, and audit.
- Oral communication skills to effectively communicate with clientele and experience delivering professional presentations to a variety of audiences.
- Written communication skills sufficient to compose clear, concise, error-free, and understandable narrative summaries and presentations and communicate complicated issues to stakeholders.
- Strong human relations skills sufficient to establish and maintain effective ongoing professional relationships with the public, stakeholders, and staff.
- Contract or project management experience.
- Knowledge of the structure and organization of local, regional, state, and federal government.
- Ability to work effectively as part of an interdisciplinary team with colleagues of diverse backgrounds.
- Basic understanding of public safety and emergency medical services.
- Proficiency in Microsoft applications.

## Additional Requirements

To facilitate proper crediting, please ensure that your resume clearly describes your experience in the areas listed and indicates the beginning and ending month and year for each job held.

It is our policy that candidates submit to a background investigation prior to employment. The background check may consist of the following components: criminal history check (a criminal conviction will not automatically remove a candidate from consideration); employment reference check; education verification check; SEMA4 records check, and a driver's license records check.

## Why Work For Us

This position provides an interesting, challenging, and rewarding opportunity to protect the public's health and safety.

**GREAT BENEFITS PACKAGE!** The State of Minnesota offers a comprehensive benefits package including low cost medical and dental insurance, employer paid life insurance, short and long term disability, pre-tax flexible spending accounts, retirement plan, tax-deferred compensation, generous vacation and sick leave, and 11 paid holidays each year.

## How to Apply

Click "Apply" at the bottom of this page. If you are unable to apply online, please contact the job information line at 651.259.3637.

For additional information about the application process, go to <http://www.mn.gov/careers>

For additional information about the position, including the position description, go to <http://mn.gov/boards/emr/b/>

## Contact

If you have questions about the position, contact Jodie Segelstrom 651.259.3768 or [jodie.segelstrom@state.mn.us](mailto:jodie.segelstrom@state.mn.us)

If you are a Connect 700 applicant, please email your certificate to Jodie Segelstrom at [Jodie.segelstrom@state.mn.us](mailto:Jodie.segelstrom@state.mn.us) by the position close date.

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#### AN EQUAL OPPORTUNITY EMPLOYER

*The State of Minnesota is an equal opportunity, affirmative action, and veteran-friendly employer. We are committed to providing culturally responsive services to all Minnesotans. The State of Minnesota recognizes that a diverse workforce is essential and strongly encourages qualified women, minorities, individuals with disabilities, and veterans to apply.*

*We will make reasonable accommodations to all qualified applicants with disabilities. If you are an individual with a disability who needs assistance or cannot access the online job application system, please contact the job information line at 651.259.3637 or email [careers@state.mn.us](mailto:careers@state.mn.us). Please indicate what assistance you need.*