

# Arkansas Department of Career Education

## Grants Writer Job Vacancy Announcement

Recruitment Period: Tuesday, February 18, 2014, through Monday, March 3, 2014

Classification Title: ACE Program Advisor Position Number: 22080349 Class Code: E062C

2014 Grade C122 Salary Range: \$41,159 to \$67,287

The Arkansas Department of Career Education (ACE) is recruiting for an ACE Program Advisor position, to function as a Grants Writer. This position is assigned to the Division of Adult Education, Three Capitol Mall, Little Rock, Arkansas 72201

Please read the attached, complete Grants Writer functional job description for qualification requirements, and specific job duties and responsibilities.

### Employment Application Procedure

Apply through the Arkansas State Jobs website, [www.arstatejobs.com](http://www.arstatejobs.com). Upload your resume with your employment application. Respond to all Grants Writer questions posted for the position in the electronic application. The hearing impaired may telephone the ADA Relay System at 1-800-285-1121, for assistance.

Applications will be subject to inspection under the Arkansas Freedom of Information Act. **Applications and resumes must be posted on the Arkansas State jobs website, [www.arstatejobs.com](http://www.arstatejobs.com), by 11:59 p.m., Monday, March 3, 2014.**

The Arkansas Department of Career Education is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, disability, or political affiliation. Qualified applicants with disabilities may request reasonable accommodation needed to participate in our application process.

## **Arkansas Department of Career Education, Division of Adult Education**

### **Functional Job Description – Grants Writer, Position Number: 22080349**

**Classification Title: ACE Program Advisor Class Code: E062C Grade: C122**

#### **Position Summary**

The ACE Program Advisor will function as the Grants Writer for the Division of Adult Education. The Grants Writer will initiate, coordinate, and provide managerial oversight of the grants application process. Managerial oversight will include, but is not be limited to the following: research to identify potential new sources of funding; development of funding resources for existing and proposed programs and/or services; documentation of grant applications; and budget development and management. This position will establish collaborative partnerships with various entities such as federal and state agencies and community organizations.

#### **Education and Professional Work Experience**

The formal education equivalent of a baccalaureate degree in Education, English, Business Administration, or in an academic discipline that is directly related to the assigned program area, or a related field; plus four years of experience in the field of education or a related field.

A Master's degree is preferred in Education, English, Business, Accounting, Finance, Public Administration, or a closely-related academic discipline. Other job-related education and/or experience may be substituted for all or part of these basic requirements. Experience in grants management is essential to achieve the performance expectations of this position.

The Grants Writer must demonstrate initiative as a self-starter, be analytically astute, exercise responsible judgment, and highly motivated to competently achieve performance expectations, with minimal supervision. A high level of integrity is essential to be successful as the Grants Writer. The candidate must effectively communicate orally and in writing. Public presentation experience is needed. Management and organizational skills are required, with attention to detail.

Competent mathematical skills are essential. Ability to generate and to analyze qualitative and quantitative reports is needed. Proficiency in Microsoft Office applications is essential, especially ACCESS, EXCEL, and Powerpoint.

Administrative support responsibilities will not be accepted for the required professional experience for the Grants Writer position.

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**Job Duties and Responsibilities**

Maintain a working knowledge of applicable federal, state, agency, and program-specific policies, procedures, regulations, professional standards, and administrative practices for audit compliance purposes.

Will research grant opportunities such facility improvements, professional development, curriculum development, administrative needs, etc., to identify and develop funding sources for both current and proposed services and administrative operations.

Research, interpret, and analyze data to prepare highly effective grant applications.

Submit grant comments and other technical assistance for grant applications and reviews program start-up grant information.

Proactively serve as a “clearinghouse” for potential grant funding opportunities.

Monitor and approve federal and state budget grant amendments, expenditure reports, and project applications for adult education and literacy council programs.

Review and analyze program specific-data for approval. Interpret federal and state regulations and prepare comprehensive reports. Analyze and report year-end data.

Assume a lead role to evaluate the effectiveness of programs and services through annual on-site visits, program reviews, and desk audit to ensure program compliance.

Collaborate and counsel local program administration personnel regarding violations, recommendations, and commendations.

Review the status of accountability reports. Identifies and analyzes problems and proposes feasible, cost-effective solutions.

Coordinate, conduct, and evaluate the effectiveness of education and training improvements to comply with federal and state regulations.

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Conduct workshops and presentations during local meetings and professional conferences. Represent the agency at meetings, workshops, and conferences upon request.

Preserve the integrity of all employee, client, and student information.

Perform other job duties as assigned, with or without reasonable accommodations.