

Position Announcement

Tennessee Department of Finance and Administration - Office of Criminal Justice Programs
Grant Management Position Opening – Program Manager, Planning Analyst 4 (executive service; pay grade 30, \$3,173 – \$5,077 monthly, based on experience and qualifications).

OCJP Program Managers, functioning in state Planning Analyst 4 positions, interact with Federal agencies and departments to apply for federal grant funds, act as the liaison between the Federal funding source and OCJP and perform all functions required by federal funders, including grants reporting and monitoring. The position works with state and local governmental agencies as well as non-profit agencies to develop strategies for funding criminal justice and victim services related programs. The position develops grant contracts and works with grant sub-recipients to manage grants contracts. The position will report daily to an office in Nashville.

As such the minimum qualifications include:

- Graduation from an accredited college or university with a bachelor's degree;
- Experience equivalent to four years of full-time increasingly responsible professional planning analytic work, including at least one year supervisory experience;
- Excellent writing skills and computer skills required, including Microsoft Office, Excel, Access, and database experience;
- Knowledge of grants and grant writing is preferred; and
- Experience in the field of criminal justice or victim services is preferred.

Responsibilities include:

- Administration of federal and state funding including submitting applications, reporting requirements, compliance requirements, financial oversight, etc.;
- Strategic planning and implementation for state and federal funds directed at victim services;
- Distribution of state and federal funding, including contract execution and sub-recipient contract management;
- Training, technical assistance, monitoring, and evaluation of criminal justice and victim services programs in Tennessee;
- Facilitating various stakeholder meetings;
- Collecting, analyzing, and reporting the funded projects' performance measures;
- Coordinating with state and local agencies on services;
- Collect and analyze data using excel spreadsheets and access database queries; and
- Oversight of the victim services or criminal justice projects, as assigned.

The position focuses on ensuring sub-recipient compliance with the state contract, federal award requirements and the OCJP Administrative Manual. This position has primary responsibility for running contracts, coordinating reports, statistics and compiling data. Monthly travel is required.

If interested in this opportunity, please send a cover letter and a resume to Daina.Moran@tn.gov.

Please share this announcement with other appropriately qualified individuals who would be interested in this opportunity.

The State of Tennessee is an Equal Employment Opportunity Employer.