

Position Announcement – Program Manager, Compliance

Tennessee Department of Finance and Administration - Office of Criminal Justice Programs Grant Management Position Opening – Program Manager, Compliance, Planning Analyst 4 (executive service; pay grade 30, starting salary between \$3,173 – \$4,166 monthly salary, based on experience and qualifications).

The OCJP Program Manager, Compliance, functioning in state Planning Analyst 4 position classification, 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 close-outs. 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, with proficiency in Microsoft Office, Word, Excel, and Access;
- Knowledge of grants and grant writing; 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.;
- Provide input for strategic planning and implementation for state and federal funds;
- Oversee implementation of grant special conditions;
- Explain and interpret complex regulatory and procedural reporting changes for program managers and subrecipients;
- Coordinate collecting, analyzing, and reporting the funded projects' performance measures;
- Provide assistance with on-site subrecipient monitoring and review of monitoring workpapers as needed; and
- Utilize on-line technology to accomplish tasks.

The position focuses on ensuring compliance with state and federal grant administration requirements. Some travel may be required.

If interested in this opportunity, please send a cover letter and a resume to Lee.Ann.Smith@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.