



Vacancy Information

- Announcement Number:** CNS-14-070
- Position Title:** Grants Management Specialist (Team Leader)
- Open Period:** July 29, 2014-August 12, 2014
- Pay Plan, Series, and Band:** NY-1109-03
- Annual Salary:** \$75,621 to \$100,000 Per Annum
- Office and Duty Location:** Chief Financial Officer, Office of Grants Management, Washington, DC
- Announcement is Open to:** Current, Permanent (or status) Corporation Employees Only

Relocation: Relocation expenses will not be paid.

Position Information: Full-time, General Appointment

Duties and Responsibilities:

As a Grants Management Specialist (Team Leader) the incumbent will perform the following duties:

- Provide comprehensive, authoritative and independent grants management services (i.e. pre-award, award, post award, and monitoring) and expert technical advice to internal program staff and the staffs of Grants Management and other organizations that administer CNCS programs, especially related to criminal history check requirements.
- Exercises overall authority and responsibility for grant negotiations, execution and administration, including determination of cost acceptance, monitoring and resolving audit issues related to criminal history check requirements.
- Coaches team members in the selection and application of appropriate problem-solving methods and techniques and provides guidance on CHC practices and procedures and assists team members in identifying the parameters of viable solutions.
- Serves as a liaison to other offices on criminal history check requirements and procedures. Maintains and ensures regular communication of CHC information to CNCS staff and grantees.
- Analyzes deficiencies, weaknesses and strengths identified in the review of submitted grant applications, amendments, re-budgeting request, Federal Financial

Reports (FFR) and audit reports. Analysis includes examining budget data for accuracy and compliance with CNCS and OMB regulations.

- Initiates, designs, develop, and deliver training on grants management and CNCS criminal history check requirements for Corporation and grantee staff. Responsible for the development of technical assistance, financial risk assessments and monitoring site visits.

QUALIFICATION REQUIREMENTS:

Applicants must have one year of specialized experience comparable in scope and responsibility to the NY-03 pay band at or equivalent to, the GS-11 level in the Federal service. Specialized experience is that which has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. Examples of specialized experience for this position are: federal grant management and administration; the application and assessment of policy and/or regulations, training and technical assistance; knowledge of federal and state criminal history check systems and processes.

Such experience should be clearly documented in the applicant's resume.

JOB SPECIFIC NARRATIVES

1. Describe your knowledge of concepts, principles, and practices of grants management. (Please limit your description to 400 words or less)
2. Describe your knowledge of federal and state criminal history check systems and processes. (Please limit your description to 300 words or less)
3. Describe your experience working with the laws, policies, regulations, and provisions or terms and conditions related to grants management and compliance monitoring. (Please limit your description to 400 words or less)
4. Describe your experience providing training and technical assistance to federal grantees. (Please limit your description to 300 words or less)
5. Describe your ability to communicate with others effectively both orally and in writing. (Please limit your description to 400 words or less)

BASIS OF RATING

Please submit the following:

- Cover Letter (Optional)
- Resume (Required)
- Narrative Responses (Required)

Once your complete application is received, we will conduct an evaluation of your qualifications and determine your ranking, if appropriate. Incomplete applications will not be considered. The most highly qualified candidates will be referred to the selecting official for further consideration and possible interview. You will be notified of the final outcome via email.

HOW TO APPLY

Your complete application package must be emailed to lasafiev@cns.gov, and received by 11:59 p.m. on **Monday, August 12, 2014**. Incomplete applications will not be considered.

For additional information regarding this position, please call Loretta Asafiev on (202) 606-6748.

AFFIRMATIVE RECRUITMENT

The Corporation for National and Community Service conducts its recruitment program to identify highly qualified individuals from all segments of society. Minorities, women, veterans, and persons with disabilities are encouraged to apply. Selection decisions are made without regard to race, color, creed, national origin, sex, age, religion, sexual orientation, disability, or marital status.

REASONABLE ACCOMMODATION

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Office of Human Capital. The decision on granting reasonable accommodation will be made on a case-by-case basis.

PRIVACY ACT STATEMENT

As part of your application package, the Corporation for National and Community Service (Corporation) is requesting information that is subject to the Privacy Act of 1974 (P.L. 93-579; 5 USC 552a).

We evaluate applicants for Federal jobs under the authority of Title 5 of the United States Code. We need the requested information to determine the extent to which your education and work skills qualify you for a Federal job. We also require information on other related matters such as citizenship and military service in order to determine your eligibility to work for the Federal government.

Pursuant to Public Law 104-134, we are requesting your Social Security Number (SSN) to properly identify your records, as other individuals may have the same name and birth date. The Corporation may also use your SSN to make requests for information about you from current or former employers, schools, banks, and others who know you. We may also confirm information from your records with prospective employers concerning tenure of employment, civil service status, length of service, and date and nature of action for separation, as shown on personnel action forms. Providing us with your SSN or any of the other requested information is voluntary. However, without this information, we cannot process your employment application, which is essential for you to be considered for employment with the Corporation.