

**Job Title:** GRANTS MANAGEMENT SPECIALIST, GS-1101-12

**Job Announcement Number:**

**Series & Grade:** GS-1101-12

**Open Period:** Wednesday, January 27, 2010 to

**Position Information:** Full-Time Permanent

**Who May Be Considered:** Applications will be accepted from United States citizens and nationals.

**Job Summary:**

**[Insert agency logo, optional]**

\*Do you have a desire to ensure Federal funds are used in a responsible and appropriate manner?

\*Are you motivated to do research, think critically, and solve problems?

\*Do you have a passion for aligning products and services with customer needs?

\*Would you enjoy working on a team to plan, design, and advertise critical grant opportunities?

If you are an experienced professional interested in a grants management career, this job is for you! You will be an integral member of a team devoted to developing and implementing grant programs and assessing compliance with policies and procedures to manage Federal grants. You will be instrumental in ensuring the United States Government contributes to innovation and economic stimulation through prudent disbursement of funds.

**[Insert information to attract your targeted talent pool(s) including agency's branding/marketing/mission and work environment aspects e.g. telework, work schedules and other flexibilities. For help, go to [http://www.opm.gov/hcaaf\\_resource\\_center/careerpatterns/](http://www.opm.gov/hcaaf_resource_center/careerpatterns/) or to your agency's assigned OPM Human Capital Officer.]**

Great Benefits Package: paid vacation, sick days, holidays, health and life insurance, and an excellent retirement package!

**Key Requirements:**

- U.S. Citizenship or National
- Registered for Selective Service, if applicable (See Other Information)
- Meet specialized experience requirements (See Qualifications and Evaluations)
- Résumé and supporting documents (See How to Apply)
- Complete the Supplemental Questionnaire
- Suitable for Federal employment

**Major Duties:**

As a Grants Management Specialist, you are a valued member of a dynamic team. You analyze a wide array of financial and performance management issues related to grants, in order to solve problems and provide efficient and effective programs and services. You also participate in advising others on a variety of policy, procedural, and compliance matters related to administering grant funds. Most importantly, you

are in a pivotal role from day one and your work has visible impact. Typical work assignments include:

- Interpreting and providing guidance on grant laws, regulations, policies, and procedures;
- Designing captivating techniques (e.g., program solicitations, announcements, brochures) to generate grant applications;
- Advising or coordinating panel reviews of applications to make award determinations;
- Conducting risk assessment of potential awardees to determine suitability for Federal funds;
- Negotiating the amount and tailoring the terms and conditions of awards;
- Monitoring and evaluating recipients' performance, financial management, and compliance;
- Recommending award adjustments (e.g., extensions or supplements) or suspensions;
- Developing remedial strategies to address deficiencies or non-compliance; and
- Processing, tracking, and analyzing information using computer systems, databases, and applications.

#### **Qualifications:**

You must have one year of specialized experience in or related to grants management at the GS-11 grade level (or equivalent experience). This experience could be in managing either grants or contracts. It must include activities such as:

- Interpreting, advising, and/or providing guidance on grant or contract management policies and procedures;
- Reviewing grant or contract applications or proposals in preparation for award decisions;
- Evaluating and negotiating the amount, terms, and conditions of awards;
- Tracking expenditures and performance; and
- Monitoring compliance with award requirements.

#### **[Agency must define specialized experience].**

Your education, training, and/or experience must show that you possess competency in project management, grants management, writing, oral communication, influencing/negotiating, problem solving, and attention to detail.

#### **How You Will Be Evaluated:**

We will review your résumé to ensure you meet the basic qualification requirements. Applicants meeting basic qualification requirements will further be evaluated on the information provided in the Supplemental Questionnaire. The Supplemental Questionnaire collects information on your education, training, and experience related to critical competencies, such as project management, grants management, writing, oral communication, influencing/negotiating, problem solving, and attention to detail.

#### **Benefits:**

Working for **[Insert agency name]** offers a comprehensive benefits package that includes, in part, paid vacation, sick leave, holidays, life insurance, health benefits, and participation in the Federal Employees Retirement System.

**[Insert agency specific benefits/flexibilities that may be attractive to potential applicants identified in your Career Patterns analysis, e.g., telework options, recruitment or relocation incentives, flexible work schedule, etc.]**

The following Web address is provided for your reference to explore the major benefits offered to most Federal employees. To find out more click here [www.usajobs.gov/EI/benefits.asp#icc](http://www.usajobs.gov/EI/benefits.asp#icc).

#### **Other Information:**

Interagency Career Transition Assistance Program (ICTAP). The ICTAP provides eligible displaced Federal competitive service employees with selection priority over other candidates for competitive service vacancies. If your agency has notified you in writing that you are a displaced employee eligible for ICTAP consideration, you may receive selection priority if this vacancy is within your ICTAP eligibility, you apply under the instructions in this announcement, and you are found well-qualified for this vacancy. [Insert agency definition of well-qualified.] You must provide proof of eligibility with your application to receive selection priority. Such proof may include a copy of your written notification of ICTAP eligibility or a copy of your separation personnel action form. Information about ICTAP eligibility is on OPM's Career Transition Resources website at <http://www.opm.gov/ctap/index.asp>.

**[Insert the following paragraph if your agency did not clear CTAP before announcing outside its own workforce.]**

Career Transition Assistance Plan (CTAP). The CTAP provides eligible surplus and displaced Federal competitive service employees with selection priority over other candidates for competitive service vacancies. If your agency has notified you in writing that you are a surplus or displaced employee eligible for CTAP consideration, you may receive selection priority if this vacancy is within your CTAP eligibility, you apply under the instructions in this announcement, and you are found well-qualified for this vacancy. **[Insert agency definition of well-qualified.]** You must provide a copy of your written notification of CTAP eligibility with your application. Information about CTAP eligibility is on OPM's Career Transition Resources website at <http://www.opm.gov/ctap/index.asp>.

Selective Service: If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law. See [www.sss.gov](http://www.sss.gov).

Veterans' Preference: If you are entitled to veterans' preference, you should indicate the type of veterans' preference you are claiming on your résumé. Your veterans' preference entitlement will be verified by the employing agency. For information on entitlement see <http://www.fedshirevets.gov/job/vetpref/index.aspx>.

#### **How To Apply:**

You may either 1) Apply Online or 2) deliver your application package via **[Insert agency procedure.]** Your complete application package will include:

1. Résumé
2. Supplemental questionnaire

If you are applying online, click here to complete the Supplemental Questionnaire

If you are **NOT** applying online,

- i. click here to download the Supplemental Questionnaire
- ii. click here to download the form you must record your responses on

If faxing in your application package:  
Attention: **[Insert name of contact]**  
**[Insert telephone number]**

Send Mail  
**[Insert complete address]**  
USA

All electronic submissions or faxes must be submitted and received by **[Insert time]** Eastern Time **[Insert closing date.]** All mailed résumés and/or supporting documents must be received by **[Insert closing date.]** **[Insert agency application receipt procedures if different.]**

**Contact Information:**

Enter Contact Information Here

Agency Information:  
Agency

**What To Expect Next:**

After all application packages have been received, we will review your résumé to ensure you meet the basic qualification requirements. We will evaluate each applicant who meets the basic qualifications on the information provided in the Supplemental Questionnaire and may interview the best-qualified applicants. After making a tentative job offer, we will conduct a suitability and/or security background investigation. A final job offer for this position is typically made within 40 days after the deadline for applications.

**EEO Policy Statement:** <http://www.usajobs.gov/eeo>

**Reasonable Accommodation Policy Statement:** <http://www.usajobs.gov/raps>

**Veterans Information:** <http://www.usajobs.gov/vi>

**Legal and Regulatory Guidance:** <http://www.usajobs.gov/lrg>

**Control Number:**