



POSITION ANNOUNCEMENT

Karen B. Salmon, Ph.D.
State Superintendent of Schools

Office of Human Resources · 200 West Baltimore Street · Baltimore, MD 21201 · 410-767-0019 · 410-333-3045 TTY/TDD

DIVISION FOR SCHOOL EFFECTIVENESS

September 7, 2018

OFFICE OF SCHOOL AND COMMUNITY NUTRITION PROGRAMS

POSITION TITLE: Staff Specialist III, Nutrition Program Finance/Grants Specialist

POSITION NUMBER: 231961 (JobAps #18-005298-0003) Contractual Position

SALARY: State Salary Grade 18
Annual Salary Range: \$49,899 to \$72,777

LOCATION: 200 West Baltimore Street
Baltimore, MD 21201

NATURE OF WORK: This is a contractual, professional position responsible for administering and managing the financial components of the Child Nutrition Program and providing technical assistance and training to sponsoring agencies that participate in Maryland's U.S. Department of Agriculture Child Nutrition Programs.

DUTIES AND RESPONSIBILITIES: Administers the financial requirements of the United States Department of Agriculture (USDA) Child Nutrition programs and assures compliance with State and federal laws and regulations; provides technical assistance to staff and agencies in maintaining financial grant reporting compliance; conducts on-site visits and internal reviews of financial data that evaluates program compliance; identifies problems/needs and determines appropriate resolution; plans, develops, and presents training programs; interprets new federal and State financial regulations and facilitates their communication and implementation; monitors internal processes that maintain regulatory requirements; provides oversight for fund transfers and monitors all financial grant reporting.

MINIMUM QUALIFICATIONS: **EDUCATION:** A Master's Degree or equivalent 36 credit hours of post-baccalaureate course work in Business Administration, Accounting, Finance, or a related area.

EXPERIENCE: Three years of professional experience in grant reporting coordination or financial management. Experience in federal grant reporting is preferred.

NOTE: Two years of additional experience as defined above may be substituted for the Master's Degree.

ESSENTIAL REQUIREMENTS: Knowledge of federal laws and regulations governing federal grant monitoring and reporting and Federal Child Nutrition Programs; knowledge of accounting principles, budgeting, financial management; skill in organizing, developing, and presenting training programs; ability to interpret and implement policies and procedures; ability to assess programs, identify problems, and determine improvements/solutions; ability to organize and manage multiple tasks; ability to communicate effectively and establish and maintain effective working relationships in a team environment.

PROCEDURE FOR APPLICATION:

To apply for this position online go to MSDE Jobs on JobAps (or complete an MSDE Application on marylandpublicschools.org). On-line applications (and resumes) are the preferred method for receiving your application/attachments. Using this method will allow applicants to access their documents for future recruitments for which they apply and verify that the appropriate documents (resume-credentials) have been attached to the recruitment that requires them. Applicants must include their resume and provide sufficient information on the application to document that they satisfy the minimum qualifications for this recruitment. Please do not put "See Resume" in the job duties section of your application; your application will not be considered.

If you utilize fax or regular mail as the option to submit required attachments, you will need to resubmit these documents each time you apply for a new position that requires the attachments. Additionally, you must include the following information on each page of the attachment you submit in order to ensure that we append the attachments to the correct recruitment: First and Last Name, Recruitment Number, and the last 4 digits of your SS# and indicate application for **Staff Specialist III - Nutrition Program Finance Specialist - Contractual #231961 (JobAps #18-005298-0003)**. Mailing Address: Maryland State Department of Education, Office of Human Resources, 200 West Baltimore Street, Baltimore, Maryland 21201. Fax: 410-333-8950 – This fax number is for Department of Education recruitment actions only.

If you have difficulty with your user account or have general questions about this online application system, please contact the MD Department of Budget and Management, Recruitment and Examination Division at 410-767-4850. For inquiries or an MSDE Application, contact 410-767-0019 or TTY/TDD 410-333-3045 or visit our website at <http://www.marylandpublicschools.org/>.

Appropriate accommodations for individuals with disabilities are available upon request.

CONDITIONS OF EMPLOYMENT:

Proof of eligibility to work in compliance with the Immigration Reform and Control Act and travel throughout the state are required. Any misrepresentation of academic or experience requirements for this position may result in non-selection or termination of employment.

CLOSING DATE:

For immediate consideration please submit your application by **September 21, 2018** – Open until filled.