



Grants Specialist
Division of Public Health
Office of Strategy and Systems Development
Strategic Planning & Partnerships Unit

Job Description

The Georgia Department of Human Resources, Division of Public Health is seeking a Grants Specialist within the Strategic Planning & Partnerships Unit within the Office of Strategy and Systems Development

Under general supervision, the incumbent will advise applicants in the development of grant applications, grant proposals, budgets, program plans and related documents; interprets applicable state and federal laws, regulations and policies; monitors compliance and progress of grant recipients' programs; evaluates grant applications and plans, including budgets, for compliance with program requirements and promotion of division and department priorities; ensures timely submission of grant applications and reports; and supports the strategic development of resource capacity for public health improvement initiatives and activities. The position will also develop content for Grants Development and Management web pages; develop and maintain relationships with external funding sources and community partners to identify potential public health collaboration opportunities; and establish funding sources to support critical initiatives.

Qualifications

Bachelor's degree from an accredited college or university in business, public administration, finance or related areas AND Two years of experience in grants management, public funds administration, accounting or a closely related area OR One year of experience at a level equivalent to the lower level (FIP051)

Preferred Qualifications

- Knowledge of procurement from federal agencies or foundations
- Knowledge and experience of budgets and Public Health programs
- Knowledge and experience with use of the HHS Public Health Service Grants Policy Statement
- Knowledge of OMB Management Circulars A-87 and A-133
- Experience in developing and/or managing federal, state or foundation grants
- Experience in planning/providing training and/or technical assistance
- Experience in interpreting state and/or federal rules and regulations
- Excellent communication skills, which includes the ability to formulate relationships with personnel throughout the Division, Department and other agencies, and capacity to interact with more than a dozen federal funding streams on issues relating to grants.

Benefits

In addition to a competitive starting salary (\$43,063-\$59,293), we offer a generous benefits package that includes employee retirement plan, deferred compensation, **12** paid holidays, vacation & sick leave, dental, vision, long term care, and life insurance.

Note: Current state employees are subject to the statewide salary plan administration practices. This position is a pay grade 17 on the statewide salary plan.

Area Information

This position is located in metro [Atlanta](#).

From a virtually uninhabited railroad terminus in 1837 to a sprawling metropolis of over four million people today, metro Atlanta has the vibrancy of the world's great urban centers combined with the Southern charm of small town centers such as Roswell and Decatur. Here you'll find historic sites from the Civil War through the Civil Rights era, as well as world-class shopping, entertainment, and nightlife.

Come to [Georgia's](#) capital city and experience first-hand our historic charm and hospitality.

Applying for this job

Please email your cover letter and resume in Microsoft Word format to: ph1@dhrjobs.com

To ensure proper routing/handling of your credentials, **type** the following as your email subject: **Grants Specialist**

The candidate selected for this position may be subject to pre-employment drug screening, a criminal background check and reference check.

The Division of Public Health does not undertake H1-B Visa sponsorship of job applicants or employees.

The Georgia Department of Human Resources provides services to ensure the health and welfare of Georgians. As an employee of DHR, in the event of an identified emergency, you may be required, as a term and condition of employment, to assist in meeting the emergency responsibilities of the Department.

DHR is an Equal Opportunity Employer