Position Announcement

The Office of Criminal Justice Programs, within Tennessee Department of Finance and Administration, has a **Grant Management Position Opening** – Program Manager, (executive service; pay grade 30, with an average salary range between $40,000 – $50,000 annually, based on experience and qualifications).

OCJP Program Managers interact with state and local governmental agencies as well as non-profit agencies to oversee projects in criminal justice and victim services related fields by providing training and technical assistance to ensure successful project implementation and by ensuring contract compliance through on site monitoring of projects. The position develops strategies to reduce the prevalence of crime and victimization and develops programs to implement those strategies. 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, including Microsoft Office, Excel, Access, and database experience;
- Knowledge of grants and grant writing is preferred; and
- Experience in the field of criminal justice or victim services is preferred.

Responsibilities include:

- Administration of federal and state funding including reporting requirements, compliance requirements, financial oversight, etc.;
- Strategic planning and implementation for state and federal funds directed at victim services and criminal justice;
- Distribution of state and federal funding, including contract execution and sub-recipient contract management;
- Training, technical assistance, and monitoring of criminal justice and victim services programs in Tennessee;
- Facilitating various stakeholder meetings;
- Collecting, analyzing, and reporting the funded projects' performance measures;
- Coordinating with state and local agencies on services;
- Collect and examine data using excel spreadsheets and access database queries; and
- Oversight of the victim services or criminal justice projects, as assigned.

The position focuses on ensuring sub-recipient compliance with the state contract, federal award requirements and the OCJP Administrative Manual. Monthly travel is required.

If interested in this opportunity, please send a cover letter and a resume to Jessica.Barfield@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.