

VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES
 CENTER FOR SCHOOL AND CAMPUS SAFETY
 JOB DESCRIPTION (DRAFT dated 7/17/18)

Position Information	
Working Title	Part-time Grant Support Specialist for the following grant: BJA STOP School Violence Threat Assessment and Technology Reporting Program
Role Title	Prog Admin Specialist
Job Open Date	10/15/2018
Job Close Date	11/01/2018
Open Until Filled	
Is this position funded in whole or in part by the American Recovery & Reinvestment Act (Stimulus Package)?	No
Hiring Range	Anticipated Range: \$30,000-\$35,000
Agency	Dept of Criminal Justice Svcs (140)
Agency Website	www.dcjs.virginia.gov
Location	Richmond (City) - 760
Sublocation	
Position Number	TBD
Job Posting Number	TBD
Type of Recruitment	General Public - G
Does this position have telework options?	No
Bilingual/Multilingual Skill	No

Requirement/Preference	
Job Type	Part-time, P-14
Job Type Detail	Part-Time Hourly - Non-Faculty- FTS-1
Pay Band	04
Job Description	<p>The Department of Criminal Justice Services is seeking a self-motivated individual to serve as a part-time Grant Support Specialist in Richmond, Virginia. This position will support the Project Director in the development of a case management tool, collecting threat assessment data, facilitating communication and training related to the grant, and supporting research related to all grant activities to ensure fully functioning threat assessment teams for all public K12 schools in Virginia. The Grant Support Specialist will work in a collaborative manner with the Project Director, school staff, community members, and the outside evaluator to oversee the activities associated with this project.</p>
Minimum Qualifications	<p>The ideal candidate must possess:</p> <ul style="list-style-type: none"> • Minimum of 3 years working with grants in school, law enforcement, or state agency settings. • Excellent oral and written communication skills. • Proven ability to compose detailed specialized reports, training documentation, and training material. • Documented experience working as part of a team and independently. • Exceptional organizational skills, including the ability to handle multiple assignments and prioritize work. • A strong work ethic, good customer service skills, and a positive attitude. • Ability to exercise discretion and maintain confidentiality. • Knowledge of Microsoft Office Suite to include, but not limited to Word, Excel, Publisher, Access, etc. • Experience reviewing, monitoring, and administering grants.
Preferred Qualifications	<p>The preferred qualifications are:</p> <ul style="list-style-type: none"> • Proven experience related to grant management. <p>A bachelor's degree related to criminal justice, education, social work, psychology, political science, public administration or equivalent.</p>
Duties And	<ul style="list-style-type: none"> • Work in support of training and grant related to threat assessment teams in

<p>Responsibilities</p>	<p>support of Virginia staff and students.</p> <ul style="list-style-type: none"> •Utilize effective oral and written communication skills to acclimate and inform team members about their roles and responsibilities required to meet the project goals. •Support completion of all required reports for BJA in a timely manner throughout the school year. •Support development of a written plan for effective delivery of services based on objectives of grant, current school and division data, and individual student needs. •Assist the external evaluator with collecting and utilizing data to conduct the annual evaluation report. •Collaborate with staff and stakeholders to develop major activities and task list for the planning year with completion deadlines. •Complete other duties as assigned.
<p>Special Requirements</p>	<p>Interview candidates may be required to demonstrate the skills and abilities necessary for satisfactory performance of work. The candidate selected for the position must successfully complete a criminal background investigation and complete and submit a Form I-9 (Employment Eligibility Verification) which will be entered into the Federal E-Verify system to confirm identity and work authorization. In addition, the selected candidate who begins original employment or re-employment in this position must serve a 12-month probationary period effective from the date of employment.</p>
<p>Special Instructions to Applicants</p>	<p>To apply, submit a completed State of Virginia Application for employment at https://virginiajobs.peopleadmin.com/login by the end of the day on July 20, 2018. The application and supplemental questions must be completed in a comprehensive manner and reference any pertinent knowledge, skills, and abilities as well as any previous experience that relates to the position. Fax, email, or mail applications will not be accepted. Résumés and cover letters may be attached to the online application, but are not accepted in lieu of a completed application, nor should they be referenced in the body of the application in place of a complete answer. For assistance or computer access, please visit your local Virginia Employment Commission Office or contact our office at (804) 225-4399. Should you require an accommodation pursuant to the American with Disabilities Act, please contact our office at the phone number listed above. The Department of Criminal Justice Services is committed to the goal of equal employment opportunity with the intention that every employee and applicant for employment shall have an equal opportunity to be judged on the basis of their fitness and merit to participate in the terms, conditions, privileges, and benefits of employment. All candidates are afforded opportunities without regard to race, sex, color, national origin, religion, sexual orientation, age, veteran status, political affiliation, or disability. Americorps, Peace Corps, and other National Service Alumni are encouraged to apply.</p>

Contact Information

Name	Human Resources
Phone	804-225-4399