

VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES
 CENTER FOR SCHOOL AND CAMPUS SAFETY
 JOB DESCRIPTION (DRAFT dated 7/16/18)

Position Information	
Working Title	Project Coordinator for the following grant: BJA STOP School Violence Threat Assessment and Technology Reporting Program (Threat Assessment Grant Coordinator)
Role Title	Prog Admin Specialist II – 19212
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: \$60,000 to \$72,200
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	Full-Time (Salaried)
Job Type Detail	Full-Time Salaried - Non-Faculty- FTS-1
Pay Band	05
Job Description	<p>The Department of Criminal Justice Services is seeking a self-motivated individual to serve as a full-time Threat Assessment Grant Coordinator in Richmond, Virginia. This position will oversee and facilitate all grant activities to ensure fully functioning threat assessment teams and use of a case management tool for all public K12 schools in Virginia. The Project Coordinator will supervise, coordinate, and carry out all aspects of the project to ensure the project goals are achieved. The Project Director will work in a collaborative manner with the project and 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. • A post-secondary education to include associates degree, bachelor degree related to criminal justice, education, social work, psychology, political science, public administration, or an equivalent combination of experience, education, and/or training may be substituted.
Preferred Qualifications	<p>The preferred qualifications are:</p> <ul style="list-style-type: none"> • Proven experience, as a grant coordinator or manager. <p>A master's degree related to criminal justice, education, social work, psychology, political science, public administration or equivalent.</p> <ul style="list-style-type: none"> • Experience utilizing adult instructional and learning theory and principles. • Experience, as a trainer or training coordinator, developing and delivering

	<p>training programs for criminal justice professionals.</p>
<p>Duties And Responsibilities</p>	<ul style="list-style-type: none"> •Work collaboratively with all stake holders to provide fully functioning threat assessment teams in support of Virginia staff and students. •Utilize effective oral and written communication skills to acclimate and inform team members about their roles and responsibilities required to meet the project goals. •Manage budget, monitor expenditures and resources in collaboration with team members and DCJS procurement and accounts payable staff. •Monitor progress towards the attainment of objectives and milestones necessary to complete grant outcomes. •Work with the external evaluator as a direct point of contact for the School Division. •Communicate regularly with all related parties, including BJA throughout the three year grant cycle. •Complete all required reports for BJA in a timely manner throughout the school year. •Develop 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. •Work with the external evaluator in the design of the evaluation plan within the overall project plan. •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</p>

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.

Contact Information

Name	Human Resources
Phone	804-225-4399