



AmeriCorps/Disability Program Officer

[Position: #25-142803 – Administrative Assistant II Code: #A09122]

JOIN A DYNAMIC TEAM HELPING TO MEET COMMUNITY NEEDS AND CHANGE LIVES!

Position Open Date: September 1, 2010 ~ ~ Position Closing Date: September 24, 2010

SUMMARY OF ESSENTIAL DUTIES

- **Assist with successful implementation of the Nebraska AmeriCorps Program** under the direction of the Senior Program Officer
 - develop and recommend the annual Nebraska AmeriCorps Requests for Applications; assist with the development of grant processes; assess training needs based upon input from key audiences
 - supervise grant application review process consulting with the Senior Program Officer; oversee recruiting & orientation for grant reviewers
 - complete technical reviews of AmeriCorps grant applications to ensure compliance with RFA requirements; make funding recommendations
 - provide federal rules/regulations, policies/procedures and other technical assistance to AmeriCorps grantees to ensure compliance
 - assess AmeriCorps program goals and accomplishments to determine effectiveness; measure outcomes for federal reporting; compile data and program information for agency and federal reports
 - travel extensively throughout the state to provide technical assistance and complete monitoring site visits; prepare summary reports of progress and corrective actions
 - organize and facilitate the development of a strong Nebraska AmeriCorps Alumni Chapter; maintain a database of AC alums; ensure active involvement of alums and enhance the membership in the NE chapter
- **Manage the ServeNebraska Disability Program** under the direction of the Senior Program Officer
 - serve as a leader in promoting the involvement and inclusion of those with a disability in the community and in national service
 - assess Disability Program needs based upon input from key stakeholders and write a Disability Inclusion Plan (including accommodation, disability preparedness and training) based upon best practices for approval by Senior staff
 - research excellence in disability inclusion with an emphasis on agency's primary focus areas
 - write the annual *Disability Program* federal grant application and manage grant budget and monitors federal fund expenditures
 - review and approve payment of bills for training and submit approved training bills for payment
 - tracks and develops written records of agency disability program projects; develops RFAs to subgrant funds; manages & monitors subgrants; submits routine periodic program reports as requested and required to the federal granting agency
 - implement agency procedures and make arrangements to provide accommodation for national service members with a disability
 - manage agency efforts to expand the Disability Preparedness; develop projects and initiatives to enhance emergency preparedness with and for persons with disabilities; develop and maintain partnerships with state and local agencies on special populations
 - develop curricula and teach training sessions; develop an annual calendar of disability-related trainings
 - recruit, organize and facilitate periodic meetings of a statewide Disability Program Advisory Team
- Serve as **Liaison to a ServeNebraska Commission Board Committee.**

EDUCATION/EXPERIENCE/SKILLS/ABILITIES REQUIRED

Minimum Qualifications:

- Experience in office, administrative, technical, or support work; or in identifying budget, staff, or equipment needs; or in collecting and interpreting statistical, financial, program, or administrative data; or in interpreting laws, rules, regulations, and processes; or in reviewing and evaluating administrative records and reports; or in supervising office or technical staff OR Post high school coursework/training in: administration, management, accounting, finance, planning, policy analysis, administrative/management analysis, operations research, program evaluation, or similar fields.

Prefer:

- Bachelor's Degree in public administration, education, community/regional planning, human services, social/behavior sciences, or related area.
- 3-5 years professional-level experience with responsibility for program management; experience and knowledge of disability needs and program specific accommodations; prior service as an AmeriCorps member desirable; knowledge of all types of national service; ability to provide training and presentations; develop or implement agency projects to implement grant programs; takes initiative; project planning and program management; contract development processes; monitoring and evaluating programs; federal grant management, budget and financial management; and grant writing. Professional teaching, training and/or consulting experience. Knowledge and experience in government or business management and teaching.
- Must have excellent communication and computer skills; ability to develop own quality written products on Microsoft Office software including Word, Excel, and PowerPoint.
- Extensive in-state travel; some out-of-state travel; valid Nebraska driver's license; must complete Defensive Driving course to drive state vehicles.

For any questions regarding the application process, contact State Personnel's office number at (402) 471-2075.

The salary for this position is \$16.013 per hour. THIS IS A FEDERAL GRANT FUNDED POSITION.

ServeNebraska – the Nebraska Volunteer Service Commission is a separate state agency with HR support provided by the Department of Health and Human Services.