



Citizen Corps Program Officer

[Position: #25-142803 – DHHS Program Specialist #C73210]

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

Position Open Date: November 12, 2009 ~ ~ Position Closing Date: December 11, 2009

Look **HERE** for the complete Position Description

SUMMARY OF ESSENTIAL DUTIES

- Serve as state Citizen Corps Program Officer under direction of the Executive Director.
- Manage and promote the state Citizen Corps federal grant program including field work throughout Nebraska to build good interpersonal relationships and develop Citizen Corps Councils.
- Excel at facilitating regional collaboration and recruiting new local and regional partners.
- Teach preparedness classes, present at workshops/conferences and provide technical assistance to subgrantees.
- Write the annual grant renewal application and manage annual subgrant RFA renewal process.
- Direct the operations and activities necessary to implement the program including online reporting systems.
- Monitor grant compliance, subgrantee contracts, expenditures and subgrant payment approvals.
- Coordinate program services with local, State and federal agencies.
- Write state policy/standards.
- Implement, monitor and maintain state CERT Standards, Board of Trainers and Online Volunteer Registry for CC partner programs.
- Supervise program consultants and special facilitation project.
- Compile, analyze, and develop reports for state/federal grant funders.
- Track/monitor subgrantee performance/outcomes and develop system improvement processes. and
- Serve as liaison to a ServeNebraska Commission Board Committee.

EDUCATION/EXPERIENCE/SKILLS/ABILITIES REQUIRED

- Bachelor's degree in community/regional planning, public administration, education, or related area. Master's degree preferred.
- Professional work experience in community services management, education and/or grant/program management.
- Minimum three years professional experience preferred.
- Community-organizing experience a plus.
- Documented experience in most of the following areas:
 - teaching and public speaking;
 - team & relationship building/trust development;
 - systems development; administering programs and/or grants;
 - grant/contract compliance monitoring;
 - budget development and expenditures tracking;
 - federal grant writing; working with local, state and/or federal political entities and elected officials;
 - writing standards and developing/implementing operational policies/procedures; and
 - familiar with federal fiscal rules/regulations.
- 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 required; some out-of-state travel; valid Nebraska driver's license.

Applications must be on file, received, or postmarked on or before the closing date to be considered. Submit applications to DAS State Personnel, 1st Floor, 301 Centennial Mall South, P.O. Box 94905, Lincoln, NE 68509, by fax at (402) 471-3754 or online at: <https://www.nebraska.gov/wrk4neb/jobapp/> or <http://www.das.state.ne.us/personnel/nejobs/pro.htm> .

DO NOT SEND BY INTEROFFICE MAIL!

For any questions regarding the application process, contact State Personnel's office number at (402) 471-2075. **The salary for this position is \$18.553 per hour. THIS IS A FEDERAL GRANT FUNDED POSITION.**

AA/ADA/EOE/V

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

The Nebraska Health and Human Services System is committed to Affirmative Action/Equal Employment Opportunity and does not discriminate in delivering benefits or services.