

YSD now hiring!

The Youth Services Department is now hiring a GRANT COMPLIANCE SPECIALIST II to work directly with our Community Based Agencies.



CLOSES: 09/15/2023

Apply here: <https://secure.co.palm-beach.fl.us/OnlineJobs/Account/Login?ReturnUrl=%2FOnlineJobs%2FJob%2FNewApplication%3FJobSeq%3DMjE2MzU%3D>

Location	Job ID
50 S. Military Trail, WPB	21635

DESCRIPTION:

Plans, monitors and evaluates programs with health and human service provider agencies to ensure knowledge and understanding of County contract/grant requirements. Assigns, coordinates and directs the work of others; coordinates/assists with the Request for Proposals (RFPs) process for community-based agencies; monitors service contracts for compliance with local/state/federal grant sources; ensures accountability of contractual partners through the implementation of sound fiscal and performance monitoring. Work is performed under the general supervision of the Outreach and Community Programming Director, and is reviewed through conferences, reports and evaluation of results obtained.

QUALIFICATIONS:

Bachelor's Degree in Planning, Evaluation, Social Work, Business/Public Administration or related field; minimum of three (3) years of professional-level experience in monitoring grant programs for compliance including one (1) year of monitoring grant programs for compliance that requires experience in at least one field of human service delivery.

Equivalencies:

1. Unrelated Bachelor's Degree and four (4) years of related experience that includes one (1) year of monitoring grant programs for compliance that requires experience in at least one field of human service delivery.
2. Related Associate's Degree and five (5) years of related experience that

includes one (1) year of monitoring grant programs for compliance that requires experience in at least one field of human service delivery.

3. Unrelated Associate's Degree and six (6) years of related experience that includes one (1) year of monitoring grant programs for compliance that requires experience in at least one field of human service delivery.

4. Graduation from high school or an equivalent recognized certification and seven (7) years of related experience that includes one (1) year of monitoring grant programs for compliance that requires experience in at least one field of human service delivery.

PREFERENCE FOR EXPERIENCE: Performing contract management/compliance; coordinating RFPs; conducting program site visits (**must specify on application**). Also desirable: Related Master's Degree; bilingual (English/Spanish/Creole).

Position: GRANT COMPLIANCE SPECIALIST II

Salary: \$53,487 Annually

Department: Youth Services/Outreach and Community Programming

Hours: 8:00 A.M. to 5:00 P.M., Monday - Friday

Other: Valid Florida Driver's License and PBC Risk Management Department driving history approval prior to appointment.

Must pass a Level 2 background check prior to appointment.

Use the Job ID based on the Position Location as follows

Sincerely,

Valerie Messineo, M.Ed. | *Senior Program Specialist*
Palm Beach County Youth Services Department
Outreach and Community Programming



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