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**\*\*\*\*PROMOTIONAL OPPORTUNITY: Must be a current, permanent-status County employee and complete an updated employment application in detail\*\*\*\***

**ISSUED: 06/26/2017      CLOSING: 06/30/2017**

Position: GRANT COMPLIANCE SPECIALIST I  
 Salary Range: \$42,719 to \$70,004 Annually. Pay Grade 27.  
 Department: Community Services/Ryan White Care Program  
 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.

Use the Job ID based on the Position Location as follows:

Location	Job ID
810 Datura Street, WPB	12923

Organizes, plans, monitors and evaluates grant program compliance. Works with health/human service provider agencies to ensure their knowledge and understanding of grant requirements; monitors service contracts for compliance from either local, state or federal grant sources. Performs highly technical and administrative work in the research, writing, and dissemination of information for health/human service and Federal Grant projects. Exercises independent judgment within the scope of professional methods, procedures and guidelines. Work is performed under general supervision 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 two (2) years of professional-level experience in monitoring grant programs for compliance. Equivalencies: Unrelated Bachelor's Degree and three (3) years of related experience; related Associate's Degree and four (4) years of related experience; unrelated Associate's Degree and**

**five (5) years of related experience; graduation from high school/equivalent recognized certification and seven (7) years of related experience.**

**PREFERENCE FOR EXPERIENCE:** Compiling data/producing statistical reports; managing contracts; using the Senior Tracking and Referral System (STARS)/Client Information and Registration Tracking System (CIRTS). Also desirable: Knowledge of the health/human services delivery system; bilingual (English/Spanish/Creole).

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All employees of Palm Beach County may be required to work before, during and/or after a natural or man-made disaster or hurricane.

In accordance with Affirmative Action requirements of Sec. 503 of the Rehabilitation Act of 1973, as amended, and provisions of the Americans with Disabilities Act of 1990, the County provides reasonable accommodation. If you need a reasonable accommodation for interviewing or initial employment, please notify the Palm Beach County BCC Human Resources Department. EO/AA Employer M/F/D/V; (DFWP)