

Recreation Grant Coordinator

Parks & Recreation Department

Location: Bismarck

Salary: \$13.00 - \$17.00 (paid individual health insurance coverage)

Closing Date: May 15th, 2009

Status: Full Time, Temporary

Type of Recruitment: Internal/External

Date Posted to Web:

Minimum Qualifications:

- Requires a bachelor's degree in business administration, or in another field related to the specialization of the agency and position to be filled. Previous experience that includes contract and/or grant preparation, monitoring, and/or administration is desirable.
- Must have valid drivers license.
- Must be able to travel, occasionally overnight, within the state.
- Demonstrate excellent written communication skills.
- Experience with Microsoft Office products.
- Requires public speaking skills; ability to read, interpret, and explain applicable standards, technical literature, complex regulations, plans, and specifications; demonstrated ability to accurately and clearly complete required paperwork; ability to prepare written or oral reports frequently in tight time frames

Applications must be submitted on a [State of North Dakota Application for Employment Form \(SFN 10950\)](#) along with a resume and a cover letter with a written summary of how past experience is related to the description of the duties and responsibilities, desired traits, and level of work experience for the position to:

Arik Spencer, Recreation Division Manager
North Dakota Parks & Recreation Department
1600 East Century Avenue, Suite 3
Bismarck, ND 58503.

Application forms are available at any North Dakota Job Service office, or on the Human Resource Management Services website at <http://www.nd.gov/hrms/jobs/appforms.html> Applicants claiming veteran preference must submit Form DD214 with the completed application. Application must be postmarked no later than May 15th, 2009.

Applicants needing accommodation with the application and/or interview process should call ND Parks & Recreation at (701) 328-5357 or the North Dakota Job Service TDD 1-800-438-2513.

For additional information, contact Arik Spencer 328-5369

Summary of Work:

The grant coordinator will be responsible for managing federal and state grant programs administered by the North Dakota Parks and Recreation Department. These programs include the Land & Water Conservation Fund, Recreational Trails Program and other state recreation grants.

Job duties will include but are not limited to: Preparation of financial reports; monitoring financial activities of grant recipients, working with recipients to ensure terms and conditions of grants are met, promotion of grant programs and conducting inspections of past projects as well as projects being completed.

This position is a federally funded position contingent on appropriation of funds. It will be renewed annually as long as funds are appropriated. No benefits are allocated to this position other than paid individual health insurance coverage.

Equal Opportunity Employer

The state of North Dakota does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services, and complies with the provisions of the North Dakota Human Rights Act.