

March 17, 2021

*** EMPLOYMENT OPPORTUNITY ***

Department/Office: Learning and Innovation/
Career, Technical, and Adult Education

Application Deadline: Open Until Filled

#00787– CTE Grants and Reports Manager

(Financial Services Specialist II)

Salary: Commensurate with Experience

Pay Band 5 Hiring Range: \$46,087 min. - \$75,000 max.

The Virginia Department of Education (DOE), Office of Career, Technical, and Adult Education (CTE), is seeking a qualified professional to provide vision, leadership, and financial expertise in the coordination and administration of state and federal funds for implementation of statewide Career and Technical Education programs in grades 6-12 and postsecondary education. Responsibilities include but not limited to: providing technical assistance to school divisions, DOE staff and other state agencies; managing the budget and financial operations of CTE Programs; and providing leadership for development of CTE grant programs.

SEEKING APPLICANTS WITH THE FOLLOWING QUALIFICATIONS:

- Extensive knowledge of career and technical education for secondary and postsecondary programs
- Extensive knowledge of career and technical education federal and state regulations, policies, and procedures for the administration of state and federal funds for secondary and postsecondary programs
- Considerable knowledge of CTE financial operations of school divisions, regional technical centers, and community colleges
- Extensive knowledge of budget and grants management and demonstrated ability in solving problems that are highly complex in programmatic and financial issues
- Extensive knowledge of project management with demonstrated ability to independently facilitate multiple grant programs that have critical deadlines and require data collections, data analysis, manipulation, and interpretations, while carrying-on routine daily financial services
- Considerable knowledge of budget management, accounting, and reporting policies, guidelines, and procedures
- Highly developed communications skills, written and oral with demonstrated ability to effectively present highly complex information to both technical and lay audiences
- Strong interpersonal skills and the ability to work collegially with colleagues, contractors, school division personnel, and the general public
- Considerable knowledge of technology tools with experience in the use of computers, devices, and various databases, spreadsheets, and word processing software

- Graduation from an accredited college or university or an equivalent combination of education and experience is required and extensive experience in budget and grants management at the local, state and/or national levels

Apply online at <https://virginiajobs.peopleadmin.com>. A résumé will not be accepted in lieu of a completed state application. Applications submitted via e-mail, postal service, fax or hand-delivered will not be considered. Review of applications will begin on April 2, 2021. **Successful candidates must pass a criminal background check. We are currently teleworking due to COVID-19.**

Reasonable accommodations are available to persons with disabilities during the application and/or interview process. For assistance call: (804) 225-2021, [TTY: 786-8389]

Minorities, Individuals with disabilities, Veterans, and people with National Service experience are encouraged to apply. The Virginia Department of Education is an Equal Opportunity Employer and encourages diversity within its workforce.

Virginia Department of Education does not provide sponsorship.

For more information on how to apply, please see the "Special Instructions to the Applicants" section located on the job posting in RMS.

\CTE Grants and Reports Manager – 00787