

FEDERAL GRANT MANAGER – Position# K0238572

This **unclassified**, full-time position is located in the **Fiscal Section** and will be housed in the **Office of the Secretary in Topeka, KS** and is directly supervised by **Barb Albright**.

Key Responsibilities:

- Provides direct supervision and management of Grant Administrators, including performance management, workload prioritization, and professional development.
- Develops, maintains and updates written policies, procedures, and internal control documents for the department.
- Serves as the primary contact and official liaison for Federal Aid partners.
- Tracks federal expenditures and ensures costs are allowable, allocable, and properly documented.
- Reconciles federal aid accounts and monitors budgets against approved funding.
- Ensures compliance with Uniform Guidance (2 CFR Part 200) and other applicable federal requirements.
- Coordinates and supports internal and external audits to federal funds.
- Provides management-level assistance and oversight for federal and state grant reporting requirements, including those mandated by the Federal Government and the State of Kansas Office of Accounts and Reports.
- Ensures reporting processes are accurate, timely, and compliant with applicable grant terms, conditions, and regulatory standards.
- Maintains expert-level knowledge of federal and state grant funding policies, regulations, and procedures, and ensures this knowledge is effectively applied across the department.
- Provides leadership and oversight to ensure all grant sub-recipients (third-party agreements) comply with applicable federal and state requirements governing the receipt and use of grant funds awarded by or through KDWP.
- Establishes, implements, and monitors sub-recipient compliance standards consistent with federal regulations, state requirements, and agency policies.
- Oversees verification processes to confirm sub-recipient eligibility and compliance.
- Other duties as assigned

Benefits:

- **Salary:** Beginning salary; \$73,000 - \$85,000
- **Health and Insurance:** Immediate group health, dental and vision coverage and life insurance coverage.
- **Retirement and Options:** Retirement plan and optional deferred compensation.
- **Paid Leave:** Holidays, sick leave, vacation leave, and parental leave.

Minimum Requirements:

- High School diploma or GED equivalent
- Four to six years of progressive work experience. Experience with grant administration preferred but not required.
- Proficiency in Microsoft Word and Excel
- Exceptional communication skills (written and oral) and excellent customer service skills.
- Ability to complete tasks with minimal direction.
- Possess a personal mobile device capable of utilizing multi-factor authentication applications as necessary.
- A valid driver's license and the ability to pass a background check are required.

How to Apply: Go to the State Employment Center at <https://admin.ks.gov/services/state-employment-center> and follow the directions below:

- Click in the middle under the Sunflower. From there either **Sign into** your existing account or **Register** for a new account.
- **Review and complete** your contact information on the **My Contact Information** page. Please make sure to include your **email address**.
- **Upload documents** listed in the **Required Documents** section of this job posting to the appropriate location.
- **Complete and Submit** your application.
- **Check** your **email** and **My Job Notifications** for written communications from the Recruiter.
 - **Email** - the **email** listed on the **Careers>My Contact Information** page.
 - **Notifications** - view the **Careers>My Job Notifications** page

The following are the required items to apply:

- 1) a letter of interest
- 2) a detailed resume; **including a valid e-mail address**
- 3) transcript material, **if you wish to include them**
- 4) employment application – this is generated from the information which is input into the system
- 5) an Authorization to Release Information form** (this can be found at the following website):
<https://www.ksoutdoors.com/news/KDWP-Info/Jobs/Employment-Application-Additional-Info>

****Please note, this form must either be witnessed and signed by a Kansas Department of Wildlife and Parks employee or signed in front of and notarized by a notary public. We reserve the right to conduct a background check on all qualified applicants.**

Incomplete applications will not be considered. A complete application packet must be submitted for each position. We no longer make copies of previous applications. Submitted application materials will be reviewed in Pratt to assure that the position minimum requirements are met, and those meeting the minimum requirements will be forwarded to the respective division for interview selection.

Applicants are notified whether or not they are selected to interview. The interview is generally a one-time, panel interview consisting of position-specific questions for all applicants (same questions for each applicant), with the selection being made after all candidate interviews are completed.

Veterans' Preference Eligible (VPE): Former military personnel or their spouse that have been verified as a "veteran" under K.S.A. 73-201 will receive an interview if they meet the minimum requirements of the position. The veterans' preference laws do not guarantee the veteran a job. Positions are filled with the best qualified candidate as determined by the appointing authority. Additional VPE information can be found at <https://admin.ks.gov/services/state-employment-center/veterans>. Applicants claiming veterans' preference for the first time must mail a copy of your DD-214 to the Office of Personnel Services, 900 SW Jackson, Room 401-N, Topeka KS 66612, or FAX to 785/291-3715.

Disability Hiring Preference: If you are claiming Disability Hiring Preference for the first time, please mail a copy of your supplemental security income or social security disability insurance determination letter, letter from a managed care organization or qualified medical professional attesting to the disability, home and community-based services waiver approval letter, or vocational rehabilitation letter from a vocational rehabilitation counselor. These documents can be sent by fax to (785) 296-7712, scanned and emailed to Gustavo.Victoriano@ks.gov, or can be mailed or delivered in-person to ATTN: Disability Hiring Preference Coordinator, Office of Personnel Services, 900 SW Jackson Rm 401-N, Topeka, KS 66612. Visit <https://admin.ks.gov/offices/personnel-services/jobs/disabilityhiring-preference> for more information.

DEADLINE TO APPLY – Open until filled

The State of Kansas is an Equal Opportunity Employer. All qualified persons will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, political affiliation, disability or any other factor unrelated to the essential functions of the job.

If you wish to identify yourself as a qualified person with a disability under the Americans with Disabilities Act and would like to request an accommodation, please address the request to the recruiter.