

**State of Washington  
Office of the Secretary of State  
invites applications for the position of:  
GRANT AND CONTRACT SPECIALIST**

**careers.wa.gov**  
Working for Washington State

**SALARY:** \$3,346.00 - \$4,492.00 Monthly

**OPENING DATE:** 02/27/20

**CLOSING DATE:** Continuous

**DESCRIPTION:**



Headed by an elected state official, the Office of the Secretary of State is responsible for administering elections within the state, registering corporations and charities that do business within the state, collecting and preserving the records of governmental bodies within the state, and maintaining the Washington State Library. The office also administers the Address Confidentiality Program, the Legacy Washington and the Combined Fund Drive. Visit our website at: [www.sos.wa.gov](http://www.sos.wa.gov).

The [Elections Division](#) plays a critical role in ensuring Washington's democratic process is fair, accurate, accessible, and secure. Elections staff provide valuable services to voters, as well as statutorily required training and certifications to election administrators in all 39 counties. The division develops elections policy, administers our statewide voter registration database, manages statewide elections, and verifies and accepts petitions for initiatives and referenda.

**Grant and Contract Specialist (HAVA Election Security Grant Project)  
Full time, Project**

This position will report to the deputy director of elections and is responsible for assisting the deputy in the management of administering federal grant funds, including Help America Vote Act (HAVA) grant funds. It also plays a key role in the elections division by performing research analysis and managing retention of grant records with regard to HAVA grants.

This position belongs to the "HAVA Elections Security Grant" project and is tentatively scheduled to last through 12/20/2024.

**Please note:** Interviews for this position will be conducted on an ongoing basis. First review of applicants will be March 5, 2020. It is in the candidate's best interest to apply as soon as possible. The hiring manager reserves the right to fill the position at any time.

**DUTIES:**

**Grant Administration:****Tasks include:**

- Makes recommendations based on analysis of funding needs for grant applications
- Establishes grant guidelines
- Issues notice of grant openings
- Processes grant payments
- Reviews and determines eligibility against grant application criteria
- Establishes program income codes in a manner that will track required reporting requirements
- Reviews draft contracts and contract amendments for completeness and compliance with procedures
- Applies consistent interpretation of laws, rules, policies and procedures
- Communicates effectively with county departments and staff to facilitate and ensure adherence to policies and procedures
- Evaluates budget and fiscal system performance, making adjustments as necessary
- Coordinates the establishment of fiscal goals, audits of financial documents and the preparation and maintenance of fiscal reports
- Prepares related applications for funding
- Develops internal controls to ensure that all known expenses are accounted for
- Prepares and develops budgets for the various program income codes
- Works with staff responsible for carrying out grant duties to ensure that funding is available, allowable and allocable to the federal grant
- Assists counties in applying for grant applications
- Provides technical assistance to counties when necessary
- Monitors grant progress with each county auditor on each grant
- Tracks grant agreements to ensure compliance with scope of work, period of performance and funding levels
- Monitors budgets and related fiscal reports to ensure grant audit compliance, adherence to county, state and federal regulations, allowable costs, adequate budgetary constraints/controls maintenance, timely report submission, and compliance with generally accepted accounting practices and procedures
- Possesses knowledge with Office of Management and Budget (OMB) circulars, the Help America Vote Act and other laws passed by congress concerning grants management
- Develops contractual language for grant agreements
- Prepares for Inspector General Audits
- Reads and analyzes awarding agency audit findings and make adjustments when necessary
- Tracks and analyzes expenditures against budgeted or allotted forecasts and make adjustments when necessary
- Review all contracts for adherence with contract terms and conditions
- Tracks grant balances and take proper action when grants expire
- Complies with proper internal controls in accordance with the Uniform Administrative Requirements
- Tracks all equipment purchased with HAVA funds
- Prepares and maintains financial report to the federal awarding agency
- Prepares and provides status of accounts, both actual and projected, along with analysis and recommendations relative to activity costs and revenues
- Coordinates visits by federal and/or State auditors
- Monitors activity related to the grant
- Reviews processes and procedures to ensure that adequate internal controls are in place
- Develops internal controls to protect against fraud, waste and abuse when necessary
- Prepares and provides status of grants, both actual and projected, along with analysis and recommendations relative to activity costs and revenues
- Processes A-19 reimbursement requests in a timely manner
- Works closely with Payroll to ensure that employees charging time to federal grants are in compliance with OMB circulars
- Develops a means to track expenditures against appropriate awards

**QUALIFICATIONS:****REQUIRED QUALIFICATIONS**

- Three years of experience providing support to staff or a program including, but not limited to, interpreting policy and instructing others on application of policies, representing a program or office to clients, interacting with members of the public, composing correspondence, scheduling appointments or coordinating events, with two or more years in grant management
- Ability to efficiently use a personal computer and applicable software to successfully perform the essential functions of the position
- Current Washington State driver's license or have requested and obtained an appropriate accommodation

### **DESIRED QUALIFICATIONS**

- Experience with federal grant applications, compliance, auditing and reporting
- Grant Management Specialist Credential or Certification
- Bachelor's degree from a four-year college or university with coursework in accounting, business or public administration or related discipline applicable to the duties of the position
- Washington State Election Administrator Certification
- Knowledge of Washington State government policies and legislative processes
- Knowledge of Washington State and Federal election laws

### **SUPPLEMENTAL INFORMATION:**

#### **Working conditions:**

Works primarily in an office environment, but does require traveling in a vehicle for extended periods of time. Must be willing and able to sit for 4 or more hours a day. Must be willing and able to move and maneuver objects weighing up to 30 pounds with or without reasonable accommodation. Standard core business hours of Monday through Friday, 8:00 a.m. to 5:00 p.m.

Must be willing and able to work beyond normally scheduled business hours on short notice.

Travel to other office facilities in the local area is required for meetings; and occasional travel state wide.

Work a flexible schedule, which may include evenings, weekends, holidays and overtime. May be required to travel in inclement weather.

### **SPECIAL REQUIREMENTS/CONDITIONS OF EMPLOYMENT**

- This is a project (limited) position with a ***tentative scheduled completion date of 12/20/2024***
- This position is covered by a union, Washington Federation of State Employees (WFSE).

### **HOW TO APPLY**

- Please attach a **letter of interest and resume** describing how your experience and qualifications relate to the position description and the required and desired qualifications
- You must complete the supplemental questions at the end of this application. Incomplete responses such as "see resume" will not be considered
- All veterans must include a copy of your **DD214** to receive preference in the hiring process. You must redact your social security number before attaching it to your application

*The Office of the Secretary of State is an equal opportunity employer (EOE). We do not discriminate on the basis of race, color, national origin, creed, sex, sexual orientation, disability, familial status, marital status, gender expression, gender identity and age. All interested candidates are encouraged to apply. Persons of disability needing assistance in the application process, or those needing this announcement in alternative format, should call (360) 704-5210.*

### **GRANT AND CONTRACT SPECIALIST Supplemental Questionnaire**

- \* 1. How many years of experience do you have providing support to staff or a program pertaining to policies, composing correspondence, coordinating events or grant

management?

- I have 4+ years of experience
- I have 3-4 years of experience
- I have 2-3 years of experience
- I have 1-2 years of experience
- I have less than 1 year of experience
- I do not have this experience

\* 2. If you reported that you have experience in the above question, please identify the employer and tasks performed from which you gained this experience. If you do not have this experience, please put "N/A" in the box below.

\* 3. How many years of experience do you have with federal grant applications, compliance, auditing and reporting?

- I have 4+ years of experience
- I have 3-4 years of experience
- I have 2-3 years experience
- I have 1-2 years experience
- I have less than 1 year of experience
- I do not have this experience

\* 4. If you reported that you have experience in the question above, please identify the employer and tasks performed from which you gained this experience. If you do not have this experience, please put "N/A" in the box below.

\* 5. Please describe your experience and knowledge with State and Federal election law.

\* 6. Do you have a grant management specialist credential or certification?

- Yes    No

\* 7. Please describe your experience in providing support to a staff, including but not limited to, interpreting policy and instructing others on application processes, composing correspondence, coordinating events and interacting with members of the public. If you do not have this experience, please put "N/A" in the box below.

8. Did you attach a resume and cover letter to your application?

- Yes    No

\* Required Question