



STATE OF COLORADO
invites applications for the position of:

Historic Preservation Grant Contract Specialist I

This announcement is not governed by the selection processes of the classified personnel system. Applications will be considered from residents and non-residents of Colorado.

CLASS TITLE: NON-CLASSIFIED

LOCATION: Denver Metro, Colorado

PRIMARY PHYSICAL WORK ADDRESS: 1200 Broadway, Denver CO 80203

SALARY: \$3,491.00 - \$3,927.00 Monthly

OPENING DATE: 06/04/18

CLOSING DATE: 06/18/18 11:59 PM

JOB TYPE: Full Time

DEPARTMENT INFORMATION:



HISTORY *Colorado*

If you are considering a career opportunity with the goal of making a difference, consider joining the dedicated people at History Colorado. Our professionals inspire generations to find wonder and meaning in our past and to engage in creating a better Colorado. The History Colorado Center is a location convenient to downtown shopping, restaurants, and cultural facilities in the Golden Triangle district. In addition to a great location, we offer fantastic benefits.

Strong, secure, yet flexible retirement benefits including a [PERA Defined Benefit Plan or PERA Defined Contribution Plan](#) plus 401K and 457 plans
[Medical and dental health plans](#)

Employer supplemented [Health Savings Account](#)

Paid life insurance

Short- and long-term disability coverage

10 paid holidays per year plus 12-16 hours of vacation and 6.66 hours of sick leave a month

Discounted [RTD EcoPass](#) (Denver Metro locations)

[BenefitHub](#) state employee discount program

[CafeWell](#) employee wellness program

Excellent work-life programs, such as flexible schedules, training and more

HISTORY COLORADO has a strong commitment to diversity and cultural competence. We welcome responses from people of diverse backgrounds and abilities.

DESCRIPTION OF JOB:

The Historic Preservation Grant Contract Specialist I position exists to build, generate and prepare contracts and contract amendments for the State Historical Fund grant awards program to support and ensure compliance with the State of Colorado contracting rules and the State Historical Fund policies and guidelines.

The Historic Preservation Grant Contract Specialist I:

- Reviews and analyzes grant recipient financial reports to ensure financial compliance in the use of public funds in accord with State of Colorado Fiscal Rules and the State Historical Fund policies and guidelines.
- Provides technical and administrative guidance to grant recipients and subcontractors for contractual and financial compliance.
- Assists with preservation grant management and project implementation.
- Participates in the review and selection process for grant applications in addition to analyzing project scope and budget.
- Assists with processing grant encumbrances and grant payments using CORE.

MINIMUM QUALIFICATIONS, SUBSTITUTIONS, CONDITIONS OF EMPLOYMENT & APPEAL RIGHTS:

The successful candidate must possess a Bachelor's Degrees in Finance Business Administration, Finance, Accounting, Public Administration, Historic Preservation or closely related field,

AND

A minimum of two (2) years experience working in a similar grants program, finance or accounting.

Interested individuals are asked to submit a job application, letter of interest and three references using the online application system. Failure to submit references may cause you to be removed from consideration.

SUPPLEMENTAL INFORMATION:

- Successful candidate must pass a criminal history background check prior to hire.
- Ability to regularly travel within the state, including overnight.

HOW TO APPLY: Thank you for your interest. Submit an on-line application by clicking the link below or submit a State of Colorado Application for Announced Vacancy and all supplemental questions according to the instructions provided below. Failure to submit a complete and timely application may result in the rejection of your application. Applicants are responsible for ensuring that application materials are received by the appropriate Human Resources office before the closing date and time listed above.

IF NOT APPLYING ON-LINE, SUBMIT APPLICATION TO:

Online application is the preferred method of application for this position.

DEPARTMENT CONTACT INFORMATION:

Dany.mccoy@state.co.us

METHODS OF APPOINTMENT: This position is not part of the classified state personnel system.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.colorado.gov/jobs>

Position #GCA-09212-618
HISTORIC PRESERVATION GRANT CONTRACT SPECIALIST I
DM

THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

Historic Preservation Grant Contract Specialist I Supplemental Questionnaire

- * 1. What work experience do you have that required you to stay organized, meet deadlines, and follow rules and requirements?

- * 2. What is your customer service philosophy?

- * 3. What motivates you when doing repetitive tasks?

- * Required Question