Title: Grants Specialist  
Starting Salary: GS-09 $51,871  
Promotion Potential: GS-12  
Location: Office of Administration & Resources Management, Grants Management, in Boston, MA  
Who May Apply: All US Citizens

Open: November 16, 2010  
Close: November 22, 2010

Benefits: 10 Paid Holidays; Paid Annual and Sick Leave; Federal Employees Retirement Plan; Health Benefits; Life Insurance; Incentive Awards (monetary and non-monetary recognition); Thrift Savings Plan (similar to 401K plans offered in the private sector); Flexible Work Schedule; Transit Subsidy

Appointment/Career Development: The FCIP is a two year trial program. During this period you will be eligible for health and life insurance, retirement and leave and other benefits available to permanent federal employees. While in the program you will receive formal on the job training and developmental opportunities to acquire competencies identified by EPA and documented in a written Developmental Plan. Continuation in the program is contingent upon satisfactory performance and conduct. Upon successful completion of the two year trial period, you may be eligible for conversion to permanent status.

Duties and Responsibilities: At the full performance level, you will:
- Serve as a focal point for decisions regarding receipt, assistance management and closeout of assistance and cooperative agreements of unusually difficult nature.
- Visit project sites to evaluate recipient assistance management systems and to provide advice and technical support.
- Make final determinations on difficult assistance management questions and correspond via site visits, telephone, and written correspondence with recipients as appropriate.
- Monitor all allocated grant funds and inform program office of state use of funds.
- Meet with key headquarters and regional program officials to provide expert advice on financial and administrative issues.

How to Apply: Go through the listing on the official federal government job site, USAJobs. Create an account and apply on line to RTP-R1-OT-2011-0007 to the link below:

http://jobsearch.usajobs.gov/ftva.asp?OPMControl=2095795

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