

Governor's Office of Crime Control & Prevention Program Monitor

I. Main Purpose of the Position

Provides staff assistance and monitoring for one or more federal or state grant programs administered by GOCCP. A monitor must develop a solid understanding of the regulations that govern the specific project that he/she oversees, as well as provide technical assistance to the sub-recipients that are seeking answers to questions.

II. Minimum Qualifications (Experience and Education)

Graduation from an accredited four-year college or university with a degree in criminal justice, social sciences, business or related field(s), or any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities.

III. Major Duties and Responsibilities

1. Managing the application and award process
2. Program monitoring (including site visits and collecting and analyzing performance measures and progress reports)
3. Updating the grants management system for timely reporting and accessing accurate sub-recipient status
4. Program development
5. Training and training development
6. Technical assistance

IV. Special Requirements or Conditions

1. Knowledge of state and/or federal guidelines that pertain to program
2. Ability to work with various levels of local, state, and federal government
3. Excellent communication skills and ability to work effectively with diverse constituency
4. Computer proficiency in Microsoft Office and PowerPoint
5. Ability to write critical/technical/evaluation reports
6. Ability to collect and analyze data and write reports based on such data
7. Ability to provide assistance in a service oriented, customer focused fashion

If you are interested in the above position, contact:

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