

**DEPARTMENT OF CORRECTIONS**  
**JOB OPPORTUNITY ANNOUNCEMENT**

**DATE:** November 20, 2016

**POSITION TITLE:** Unclassified Grants Administrator

**SALARY RANGE:** \$45,000.00 - \$48,000.00

**LOCATION OF POSITION:** Central Office – Budget and Research Section  
2715 Plaza Drive  
Jefferson City, MO 65109  
Cole County

**DESCRIPTION OF POSITION:**

A vacancy exists for the Grant Administrator at Central Office in the Budget & Research Unit. This is an unclassified position responsible for researching and seeking out applicable federal/state and other grant opportunities for the Department of Corrections. The position will be required to write grant proposals and provide on-going administration for various grant projects. The employee will be responsible for tracking grant expenditures, preparing required reports and coordinating with state and federal program managers. The Grant Administrator supervises an Accountant II who disburses grant funds and prepares financial reports for the various department grants. This position will perform other duties as required.

Anyone interested in the position should contact:  
Amanda Gipson at 573-526-6511

Application Closing Date: December 4, 2016