



POSITION VACANCY ANNOUNCEMENT

June 22, 2015

Closing Date: July 6, 2015

(Position will close after ten working days from date of listing or until filled.
Application review will begin on July 7, 2015).

Title: GRANTS MANAGER

Position Number: 2208-2996

Grade: C121

Child Nutrition

DUTIES:

This position will work under the general supervision of the Child Nutrition Unit Program Support Manager and provide service to schools through technical assistance, monitoring and training in all areas of the Child Nutrition program; approves policy statement/agreement between School Food Authority and State Agency; conducts menu analysis to comply with federal regulations; provide supervisory and technical assistance to LEA child nutrition staff; develop and administer training and certification program for LEA directors, managers and food service employees; monitor compliance with meal pattern, eligibility requirements for free and reduced meal benefits, meal counting, and civil rights.

SPECIAL REQUIREMENTS:

The formal education equivalent of a bachelor's degree in nutrition science or a related field; plus four years of work-related experience; registered as a dietician or dietician nutritionist by the Commission on Dietetic Registration and licensed or eligible for licensure as a dietician by the Arkansas Dietetics Licensing Board in accordance with ACA 17-83-301. Demonstrated ability to interpret federal statutes and regulations for application to state and local child nutrition programs; demonstrate proficiency in menu analysis, database development and management and office software applications including Excel, Access and Word; nutrient profile of foods and planning menus to meet USDA nutrient standards; ability to interpret special dietary needs; ability to develop presentations and speak in front of large groups (300 plus); frequent overnight travel and frequent extended hours required; occasional out-of-state travel for 3-5 days at a time as determined by state staff training requirements of USDA; requires occasional lifting of heavy materials; must possess a valid Arkansas driver's license.

SPECIAL APPLICATION INFORMATION:

Only completed application with work history will be accepted. The work history section of the application must be completed. We do not accept resumes in lieu of completing this section.

MINIMUM QUALIFICATIONS:

The formal education equivalent of a bachelor's degree in business administration, accounting, or a related field; plus four years of experience in the administration of grants, contracts or related area; including on year of supervisory or leadership experience. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. Other job related education and/or experience may be substituted for all or part of these basic requirements, except for certification or licensure requirements, upon approval of the Qualifications Review Committee.

PROCEDURE FOR APPLICATION:

Applicants must complete the Application for State Employment. Resumes may accompany, but will not replace the application. Application returns and requests must be directed to the Arkansas Department of Education (ADE), Human Resources Office, Room 112B, Four Capitol Mall, Little Rock, Arkansas 72201-1019, (501) 682-4211. Visit our website at ArkansasEd.org or <http://www.arstatejobs.com>. To make a call using the Arkansas Relay Service, dial 1-800-285-1121 (Voice) or 1-800-285-1131 (TDD) and for customer service, dial 1-800-285-7192 (V/TDD). Applications will be subject to inspection under the Arkansas Freedom of Information Act.

The Arkansas Department of Education is an Equal Opportunity/Affirmative Action Employer. All applicants will receive equal consideration without regard to race, religion, color, national origin, gender, sexual orientation, political affiliation, age, disability or any other non-merit factor. Qualified applicants with disabilities may request reasonable accommodation needed to participate in our application process.