



Larry Hogan | Governor
Boyd Rutherford | Lt. Governor
R. Michael Gill | Secretary of Commerce
Signe Pringle | Deputy Secretary of Commerce

**GRANTS MANAGEMENT ASSOCIATE, ROSTERS ASSISTANT
(CONTRACTUAL)**

STATE WAGE GRADE: 13

SALARY RANGE: \$ 20.56– 29.18/ hour

FILING DEADLINE: Wednesday, August 10, 2022 5:00 PM

**MARYLAND DEPARTMENT OF COMMERCE
DIVISION OF MARKETING TOURISM AND THE ARTS
MARYLAND STATE ARTS COUNCIL**

The Maryland Department of Commerce is seeking qualified applicants for the full-time, contractual position of Grants Management Associate, Rosters Assistant (Management Associate) with the Maryland State Arts Council (MSAC). The primary responsibility of this position is to provide administrative and secretarial support to the MSAC Grants Director and is responsible for the technical and operational management of all grant application information to advance the arts in Maryland as well as assistance in administering MSAC's roster programs to promote, strengthen, and enhance the arts in Maryland. Duties consist of serving as point of contact with executives and professional staff in both public and private sector, and the Maryland arts community; maintaining program information and guidelines; database and grants management to include maintaining, updating, grants databases, enters and merges grant applications received, reviews application materials, processing and reconciling grant payments; assembling and compiling grant data, spreadsheets, and mailing lists; composing documentation to include award letters, invoices and grant agreements, in addition to monitoring and tracking data submitted and preparing monthly reports on program activity. Incumbent will provide technical assistance to grantees on grant awards regulations and reporting procedures; and provide administrative support such as information retrieval; meeting preparation, may also receive telephone calls and visitors; arranging appointments; coordinating travel and related expense reports; and using database or spreadsheet software applications for preparation of correspondence, forms, reports, and data input. This position also assists with development and implementation of the MSAC Teaching Artist and Performing Artist Touring Rosters providing administrative tasks that assist Arts in Education and Arts Services Program Directors in maintaining or enhancing MSAC's rosters; assisting in recruiting new artists to join the rosters and communicating with existing roster artists to maintain artist participation; preparation and compilation of all required panel meeting documents and meeting follow-up.

The selected employee will be well organized; able to work independently; have an aptitude for detailed work; possess proficiency with all Google products, Microsoft Office Suite and/or other relevant programs; have experience with database software applications and the ability to prepare reports/charts; possess strong interpersonal, written, and oral communication skills; the ability to effectively present information, explain policy, respond to internal and external inquiries; and complete concurrent and high priority tasks.

Location of Position: 401 E. Pratt Street, Ste 1400, Baltimore, MD 21202

Minimum Qualifications:

Education: Possession of a high school diploma from an accredited high school or high school equivalency certificate;

AND

Experience: Five (5) years performing secretarial work or clerical work involving the use of a personal computer.

Additional Qualifications –Continued on Next Page

Minimum Qualifications (continued):

Notes: 1. Additional secretarial or clerical experience may be substituted on a year-for-year basis for the required education. 2. Thirty credit hours with a major in secretarial science or office technology from an accredited college may be substituted at the rate of thirty credits for one year of experience for up to two years of the required experience. 3. Candidates may substitute U.S. Armed Forces military service experience as a non-commissioned officer in Administration or Personnel Specialist classifications or Administrative, Clerical, or Office Services specialty codes in the Special Assistant or Secretarial fields of work on a year-for-year basis for the required experience.

Preferred Qualifications:

- 1) Experience working in the public or non-profit arts sector
- 2) Use of Google products, MS Office Suite, and Adobe products to design, create, and/or manage documents, databases, spreadsheets, and reports.
- 3) Experience providing guidance & responding to inquiries from external/internal customers.
- 4) Experience organizing and managing multiple projects or completing concurrent and high priority tasks.

*****This recruitment contains Supplemental Questions. It is important to complete the Supplemental Questions as part of the application process. ****

Benefits:

Contractual employees who work for an agency covered under the State Employee and Retiree Health and Welfare Benefits Program, have a current employment contract and work 30 or more hours a week (or on average 130 hours per month) may be eligible for subsidized health benefits coverage for themselves and their dependents. As a contractual employee, you will be responsible for paying 25% of the premiums for your medical and prescription coverage, including any eligible dependents you have enrolled. The State of Maryland will subsidize the remaining 75% of the cost for these benefits. You can also elect to enroll in dental coverage, accidental death and dismemberment insurance, and life insurance, but will be responsible to pay the full premium for these benefits.

Leave may be granted to a contractual employee who has worked 120 days in a 12-month period. This leave accrues at a rate of one hour for every 30 hours worked, not to exceed 40 hours per calendar year.

Examination Process:

The assessment may consist of a rating of your education, training, and experience related to the requirements of the position. It is important that you provide complete and accurate information on your application. Please report all experience and education that is related to this position.

Please note that your answers on the Supplemental Questionnaire must correspond to the information provided on your resume to receive credit.

How to Apply:

Interested and qualified candidates should submit their resume **AND** completed supplemental questionnaire (next page) to Anna Halikias at anna.halikias@maryland.gov by the closing date listed below to receive consideration. Please describe in detail any job duties relating to the qualifications stated and include any computer software used (ex. Excel, Access, etc.) in each of the positions you held. Those unable to submit via email, please mail your resume and completed supplemental questionnaire to:

MARYLAND DEPARTMENT OF COMMERCE -OFFICE OF HUMAN RESOURCES
Attn: GRANTS MANAGEMENT ASSOCIATE, ROSTERS ASSISTANT
World Trade Center – 401 E. Pratt Street, 10th Floor, Baltimore, Maryland 21202
NO LATER THAN: Wednesday, August 10, 2022

If you have any questions about this recruitment, please contact the Department of Commerce at 410.767.6300.

You may also visit our website at: <http://commerce.maryland.gov/commerce>

We thank our Veterans for their service to our Country and encourage them to apply.

An E- Verify and Equal Opportunity Employer

TTY Phone: 1-800-735-2258

Supplemental Questions Next Page

SUPPLEMENTAL QUESTIONNAIRE
MSAC GRANTS MANAGEMENT ASSOCIATE, ROSTERS ASSISTANT
7.2022

*****Please note that your answers on the Supplemental Questionnaire must correspond to the information provided on your resume to receive credit.*****

1. Please describe your five (5) years of experience performing secretarial or clerical duties involving typing/data entry.

Include details pertaining to software applications/computer use, job title, employer name, dates of employment, and hours worked per week (this information must be reflected on your Resume, to receive full credit). If you do not have this experience, please indicate N/A.

2. Do you possess experience working in the public Arts or non-profit Arts sector?

If yes, please provide employer name, job title, duties, dates of employment, and hours worked per week. If no, please indicate N/A.

3. Please explain in detail, your experience using Google products and MS Office Suite to design, create, and/or manage documents, databases, spreadsheets, and reports; please also describe any database software applications you are proficient with.

Please check the boxes below for the programs that you are proficient with. Then describe your experience with the programs and include the name of your employer, job title, specific job duties, dates of employment, and hours worked per week. If you do not have this type of experience, please write N/A.

Google products, including Gmail, Calendar Docs, Sheets, Slides, Meet, Chat, and Forms:

Grants Management Software:

Microsoft Word and Excel:

Adobe Acrobat

Database programs:

4. Do you have experience providing guidance & responding to inquiries from external/internal customers?

If yes, please provide employer name, job title, duties, dates of employment, and hours worked per week. If no, please indicate N/A.

5. Please describe your experience organizing and managing multiple projects.

Please include the name of your employer, job title, job duties, dates of employment, and hours worked per week. If you do not have this type of experience, please write N/A.