



**Montgomery County Common Pleas Court
Juvenile Division**

380 West Second Street
Dayton, Ohio 45422-4240
Fax (937) 496-6857

NOTICE OF VACANCY: GRANT COORDINATOR/PLANNER

Notice Issued February 21, 2020

Posting Period February 21, 2020- UNTIL FILLED

Department Administration

DISTINGUISHING JOB CHARACTERISTICS

Plans, develop, coordinates and implements grants, projects and Court programs. Provides oversight to the Ohio Department of Youth Services (ODYS) Subsidy grant. Writes, administers, and reports on other federal, state and local grants the Court pursues. Special projects as assigned, including Court annual reports and data analysis. Serves as a lead in grant writing and data development across Court program continuum. Works in close partnership with other grant staff. Complies, reviews, and analyzes data for Court departments.

“In this position, you are an At-Will Employee serving at the pleasure of the Administrative Judge.”

QUALIFICATIONS

An appropriate combination of education, training, course work and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities. An example of an acceptable qualification is: Master’s Degree in social work, psychology, public administration, business administration/accounting, or other related field. Over five years of related work experience, including program development and implementation, and supervision.

Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

Position Location 380 W. Second St.

Salary: \$25.25 hr / \$52,520 annual

Applications will be accepted until 4:00 p.m. on the last day of the posting date.

Interested candidates may submit application or resume with cover letter, Attention:
Human Resources, Montgomery County Juvenile Court, 380 W. Second St. Dayton, OH 45422.

AN EQUAL OPPORTUNITY EMPLOYER