TENTATIVE 6/8/10
JEFFERSON PARISH
Personnel Department

http://www.jeffparish.net/jppd

INVITES APPLICATIONS FOR THE POSITION OF:

GRANTS/FISCAL SPECIALIST I (1230)

An Equal Opportunity Employer

SALARY
$26,857.00 /Year

ISSUE DATE: 06/11/10

FINAL FILING DATE: 06/25/10

THE POSITION

EXAMINATION IS ANNOUNCED TO ESTABLISH AN EMPLOYMENT LIST TO FILL ONE (1) CURRENT EAST JEFFERSON VACANCY IN THE LIBRARY DEPARTMENT AND FUTURE VACANCIES AS THEY OCCUR.

KIND OF WORK

Performs professional level work in identifying, cultivating, and soliciting grants and contributions from government agencies, foundations, businesses, corporations, and individual donors for capital projects and library operations, as well as collecting, analyzing, and reporting data on grant expenditures and the performance of grant-funded program activities. Performs related work as required.

MINIMUM QUALIFICATIONS FOR ADMISSION TO EXAMINATION

Possession of a Bachelor's Degree from an accredited college or university; PLUS, at least one (1) year of verifiable, paid work experience in an administrative or management capacity which included grant writing and seeking alternative funding.

OR

Possession of a high school diploma or its equivalent; PLUS, at least five (5) years of verifiable, paid work experience directly related to the work described above.

All applicants must possess a current Louisiana driver's license* and an acceptable driving record.

*NOTE: A valid driver's license from a state other than Louisiana is acceptable for application; however, once an employment offer is extended, an applicant has ten (10) days to obtain the required Louisiana license. Failure to obtain a Louisiana license will disqualify an applicant for

permanent employment in this position.

KIND OF EXAMINATION

(ENTRANCE AND PROMOTIONAL)

The examination may consist of a written test and/or a rating of training and experience. Applicants must supply complete and accurate information concerning their previous training and experience including a detailed description of their work experience, the names and addresses of all previous employers, and the dates of employment. The information is subject to verification. The Personnel Department reserves the right to determine the quality and quantity of education and experience.

JOB POSTING NO. 1230-01
DATE: 06/11/10
DEADLINE: 06/25/10

Application Offices

East Jefferson
Room 206
1221 Elmwood Park Blvd
Jefferson LA 70123
(504) 736-6364

West Jefferson
Suite 3100
200 Derbigny Street
Gretna LA 70053
(504) 364-2730

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
http://www.jeffparish.net/jppd
OR
Either of the office address listed above.
Online applications preferred.

EXAM # 1230-01
GRANTS/FISCAL SPECIALIST I (1230)
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