



**BERNALILLO COUNTY METROPOLITAN COURT
JOB RECRUITMENT ANNOUNCEMENT**

**Human Resource Division
401 Lomas NW
Albuquerque, NM 87102**

Telephone: (505) 841-9819

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Email: metrjobs_grp@nmcourts.gov

APPLY NOW: https://webapps.metrocourt.state.nm.us/HRjobsapp/job_ops

**METROPOLITAN COURT PROGRAM MANAGER
GRANT WRITER**

**Opening Date: June 24, 2024
Closing Date: July 22, 2024
Pay: \$30.443 - \$38.054/Hourly**

**Position Number: 846
Position Status: Full-time, Regular
Probation Specialty Division or as assigned**

Essential Tasks: The Bernalillo County Metropolitan Court is looking for a self-motivated, organized, and detailed-oriented Grant Writer. The successful candidate will be able to write funding proposals in a clear and compelling manner. Excellent writing skills, analytical and research skills are essential. Candidate must possess an ability to work well under pressure and to research materials for relevant information and synthesize and present information in a compelling and succinct form.

Under direction from Administration, this position will be responsible for identifying, defining, researching and developing funding sources to support existing Court Services as well as the expansion of Court Services. This includes the preparation of proposals for grant application, researching, identifying, developing and responding to public and private grant opportunities including SAMHSA, Department of Justice, local foundations and other federal grants. Responsible for all grant process (e.g. evaluations, reports, etc.) for the purpose of ensuring compliance with the district, state, federal and other funder guidelines. This position will be responsible for financial compliance and execution of the budgets as they relate to proposals and grants. This includes proposal/contract review, negotiations of subcontracts and awards, and the establishment of accounts. Develop forms, processes, procedures and policies for the purpose of implementing a consistent grant application methodology. Work independently to analyze problems and devise and implement solutions in accordance with appropriate policies and procedures of the Court. This position will serve in a professional capacity for pre- and post-award services and work closely with leadership within the Court to communicate the shape of programming and policy. Have the ability to get along with others and to work under stress. May perform other duties to meet the operational needs of the Court. A copy of the complete job description is available at <https://metro.nmcourts.gov/> or may be requested at the Bernalillo County Metropolitan Courthouse in the Human Resource Division.

Qualifications: Education: Bachelor's degree from an accredited college or university in Criminal Justice, Public or Business Administration, Social Sciences or a related field. Education Substitution: Four (4) years' of program management experience may substitute for education on a year for year basis. Experience: Three (3) years' of program management or overseeing the budget or finances for projects; grant writing or contract management related to projects; or other experience directly related to the management of projects. Experience Substitution: Additional relevant education may substitute for experience at a rate of thirty (30) semester credit hours' equals one year of experience. **A post-offer background history and fingerprint check is required.**

Working Conditions: The following functions are representative, but not all-inclusive of the work environment and physical demands an employee may expect to encounter in performing tasks assigned to this job. Work is performed in an office or court setting. A valid driver's license and travel may be required. The assigned work schedule may include nights, weekends, holidays and overtime. The employee must regularly interact positively with co-workers, clients, the public, and judges and justices.

*Applicants should complete a **New Mexico Judicial Branch Application for Employment** (Revised 05/10) or **Resume Supplemental Form** (Revised 05/10) and submit with a **signature and date** to the Human Resource Division before **5 p.m. on the closing date**. Mailed applications must be received by 5 p.m. on the closing date. Mailed applications must be received by 5 p.m. on the closing date. *If you would like to receive a text message when job opportunities become available, please visit the following website: https://webapps.metrocourt.state.nm.us/HRjobsapp/job_ops**

The Bernalillo County Metropolitan Court is an Equal Opportunity Employer and applicants selected for an interview must notify the Human Resource Division at (505) 841-9819 of the need for an accommodation.