



Ramsey County

Program Specialist - (Grant Specialist)

SALARY	\$34.51 - \$51.76 Hourly \$71,778.73 - \$107,668.10 Annually	LOCATION	(Metro Square) Saint Paul, MN
JOB TYPE	Full Time	REMOTE EMPLOYMENT	Flexible/Hybrid
JOB NUMBER	2025-00604	DEPARTMENT	Strategic Team
DIVISION	County Manager/FoundOfExcell	OPENING DATE	08/08/2025
CLOSING DATE	8/22/2025 11:59 PM Central	UNION	Unrepresented
FLSA STATUS	nonexempt		

Position Summary

This vacancy is within the Finance department on the Strategic service team. The eligibility list created by this vacancy may be used to hire other vacancies in the department or County.

The **Program Specialist - (Grant Specialist)** will develop comprehensive long and short-range plans within the Grants and Revenue Office (GRO) and create recommendations on policies and procedures related to county-wide grant management. This role will analyze regulations and federal guidance, develop program goals, make recommendations about program design, coordinate submission of grant applications to funding sources county-wide, and monitor the implementation of grants. This role will facilitate projects, procedures, and plans related to the Grants and Revenue Office; and perform related duties as assigned.

Click here to learn more about this position:

[Grant Specialist \(Download PDF reader\)](#).

To coordinate the development, implementation and evaluation of a specified program or project which provides services to clients/participants or employees of the Department to which assigned; and to perform related duties as assigned.

To view or print a copy of the complete Ramsey County job (class) description for this position, go to: [Job Descriptions](#). Once at this page, you can browse the alphabetical list or search for a job description.

Flexible Workplace:

This position is identified under the designation of 'flex work eligible', meaning that the employee can formally opt to be in-office full-time or work a flex schedule in which at least two-days per week are performed in office and other days can be performed in a remote-first environment. Regardless of selection, the position carries expectations regarding on-

site responsibilities and will require schedule flexibility beyond the minimum expectations set forth in the county's flexible workplace policy. To view Ramsey County's Flexible Workplace policy, go to: [Flexible Workplace Policy](#)

Examples of Work Performed

1. Promote a diverse, culturally competent and respectful workplace.
2. Develop implementation plans, program plans, or performance plans including projections of resource needs for various programs or projects including community-based programming within the department as assigned.
3. Identify areas that need improvement and support the development of system modification and/or the development of new services.
4. Survey, study, and analyze existing resources to achieve maximum effectiveness.
5. Coordinate and collaborate with department staff (including other Ramsey County departments) and with the community, providers, state and regional municipalities, and federal authorities to meet program or project goals.
6. Develop and maintain the program or project team priorities and work goals to achieve desired results.
7. Identify needed changes in workflow and procedures and work with managers and supervisors to implement changes.
8. Prepare reports and maintain records on program or project goals, achievements, methods, utilization, and challenges.
9. Coordinate educational activities for service providers, concerned community groups and organizations affected by the program or project.
10. Monitor, analyze, and evaluate the effectiveness of projects or programs including resources to ensure that services are provided in a cost-effective manner.
1. Plan, conduct, identify, and/or coordinate training on topics related to the program or project for staff (including volunteers and interns), community provider agencies and clients/participants; implement orientation and recruiting goals in order to maximize program or project effectiveness.
2. Assist in the creation of request for proposals, contracts and Board documentation related to the department project or program, as assigned.

(The work assigned to a position in this classification may not include all possible tasks in this description and does not limit the assignment of any additional tasks in this classification. Regular attendance according to the position's management approved work schedule is required.)

ESSENTIAL FUNCTIONS: 1, 2, 3, 4, 5, 6, 7, 8, 10, 11

Minimum Qualifications

Education: Bachelor's Degree in Social Science, Public Administration, Business Administration, or a related field.

Experience: Five years of experience in programs or services related to the department to which assignment will be made, including two years in a field appropriate to the project to which appointment will be made.

Substitution: Equivalent combination of education and related experience.

Certifications/Licensure: None.

Exam/Screening Process Information

The examination process will consist of the following section with each section weighted as indicated:

- Training and Experience Rating = 100%

The examination for Program Specialist - (Grant Specialist) will consist of a training and experience rating, comprised of the questions in the attached supplemental questionnaire. Not all applicants who meet the minimum qualifications will

pass the training and experience rating. The rating on this supplemental questionnaire will depend on your answers to the questions –**do not mark “see resume” or “see work history” as a response**. Please answer all your questions clearly and completely. Failure to respond could affect your score and final rank on this examination.

Eligible List: The names of all applicants who pass the examination/screening process and file a properly completed application shall be placed on the eligible list for employment as an Program Specialist - (Grant Specialist). This list will be certified to the appointing authority which may use this list to fill a vacancy. Candidates will remain on the list for 30 days or until hired, whichever occurs first. A notice will be sent to applicants at the time the eligible list is posted, informing them that the list has been posted and their rank on the list.

The names of all applicants who pass the examination with a score of 90% or higher will be forwarded to the department for further consideration.

Veteran's Preference: This is a classified position requiring an open, competitive selection process. Veteran's Preference points will be applied after a candidate passes the examination process. Applicants who are eligible for veteran's preference should update their veteran's DD214, and other supporting documents, and submit them as an attachment at the time of application.

Criminal Background Checks: All employment offers are conditioned upon the applicant passing a criminal background check. Convictions are not an automatic bar to employment. Each case is considered on its individual merits and the type of work sought. However, making false statements or withholding information will cause you to be barred from employment, or removed from employment.

E-Verify Participation: Ramsey County participates in the federal E-Verify program. This means that Ramsey County will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization. If the Government cannot confirm that you are authorized to work, Ramsey County is required to give you written instructions and an opportunity to contact DHS and/or the SSA before taking adverse action against you, including terminating your employment. Employers may not use E-Verify to pre-screen job applicants and may not limit or influence the choice of documents you present for use on the Form I-9.

Equal Opportunity Employer: Ramsey County provides equal access to employment, programs, and services without regard to race, color, creed, religion, age, sex (except when sex is a Bona Fide Occupational Qualification), disability, familial or marital status, sexual orientation or gender identity, public assistance status, place of residence, political affiliation, or national origin.

Ramsey County is deeply committed to advancing racial equity and promoting diversity and inclusion within all areas of its workforce. The county strives being equitable, inclusive, transparent, respectful, and impactful in how we serve and engage with residents, as well as Ramsey County employees. Advancing racial equity ensures all people who need access to opportunities and services we provide, will receive them. Racial equity is achieved when race can no longer be used to predict life outcomes, and outcomes for all are improved.

To print a paper application for this posting click [Paper Application \(Download PDF reader\)](#). You will need to print this posting and answer the supplemental questions associated with this exam and submit them with your completed paper application.

For further information regarding this posting, please contact: Crystal.Diaz@co.ramsey.mn.us

Employer

Ramsey County

Address

121 East Seventh Place

Mail Stop 5200

Saint Paul, Minnesota, 55101

Phone

(651) 266-2700

Website<http://agency.governmentjobs.com/ramsey/default.cfm>**Program Specialist - (Grant Specialist) Supplemental Questionnaire*****QUESTION 1**

*Each applicant must complete this supplemental questionnaire as a part of the application screening process. The supplemental questionnaire will be used as a scored evaluation of your knowledge, skills and experience. Provide complete information for each question. **Do not write "see resume" as it is not an acceptable answer.** The experiences you indicate in your responses will be reviewed and used to determine your eligibility to move forward in the selection process. Select "yes" if you have read and understand.

☐ Yes☐ No***QUESTION 2**

*Select the option that best describes your highest level of completed education.

☐ High school diploma or GED☐ Associate degree☐ Bachelor degree☐ Master degree☐ Doctoral degree☐ None of the above***QUESTION 3**

*If you indicated in the previous question that you have a degree, please describe below your field of study, the name of the school, dates of attendance/completion and type of degree. If you have other formal training and certifications related to this position, you may include that here. If you do not have a degree/college credit, please write N/A in the space below. **DO NOT WRITE** see resume or see application.

***QUESTION 4**

Which best describes your full-time years of developing comprehensive long and short-range plans and creating recommendations on policies and procedures related to grant management?

☐ No experience in this area☐ Less than 3 years of experience☐ At least 3 years but less than 5 years of experience☐ At least 5 years but less than 7 years of experience☐ At least 7 years but less than 9 years of experience

☐ 9 years of experience or more

***QUESTION 5**

Describe the experience indicated in question above. Include the name of your employer and provide specific details of the work you performed. Do not copy and paste your resume, a job description or indicate "see resume". If you do not have this experience, type "N/A in the space below."

***QUESTION 6**

Select the option(s) below that you have experience in. Check all that apply.

- ☐ Identifying funding opportunities and using web-based funder portals
- ☐ Grant Management or Administration
- ☐ Project Management
- ☐ Grant Compliance
- ☐ Other related experience
- ☐ None of the above

***QUESTION 7**

Describe the experience indicated in question above. Include the name of your employer and provide specific details of the work you performed. Do not copy and paste your resume, a job description or indicate "see resume". If you do not have this experience, type "N/A in the space below."

***QUESTION 8**

Select the option(s) below that you have experience in. Check all that apply.

- ☐ Uniform Guidance (2 CFR Part 200)
- ☐ Grant internal controls
- ☐ Grant professional standards, regulations and related systems
- ☐ Other related experience
- ☐ None of the above

***QUESTION 9**

Describe the experience indicated in question above. Include the name of your employer and provide specific details of the work you performed. Do not copy and paste your resume, a job description or indicate "see resume". If you do not have this experience, type "N/A in the space below."

***QUESTION 10**

Do you have experience networking and building relationships with stakeholders?

- ☐ Yes
- ☐ No

***QUESTION 11**

If you answered "Yes" to the above question, you must provide a brief summary of your experience and the name of the employer(s) where you gained that experience. If you answered "No" to the above question, enter "NA" in the text box.

***QUESTION 12**

Do you have experience in change management, providing training or informational sessions to introduce and implement process changes?

☐ Yes

☐ No

***QUESTION 13**

If you answered "Yes" to the above question, you must provide a brief summary of your experience and the name of the employer(s) where you gained that experience. If you answered "No" to the above question, enter "NA" in the text box.

* Required Question