July 16, 2020

To Whom It May Concern:

Bi-State Regional Commission is recruiting for an Administrative Services and Grants Program Manager. Following is a brief description detailing qualifications for this position:

**ADMINISTRATIVE SERVICES AND GRANTS PROGRAM MANAGER**

Starting salary $5,833/mo. or higher DOQ. Responsibilities include ability to identify and develop applications to federal and state funding sources for economic development, transportation, hazard mitigation, CDBG, and other purposes and administers awarded grants including grant reporting. Monitors laws, rules, and regulations related to funding from state and federal agencies including 2CFR and other requirements. Prepares bids for joint purchasing of items for public and private needs. Assists with the management of Revolving Loan Fund programs, including loan development, monitoring, servicing, marketing, and preparation of reports for the RLF boards. Preparation of detailed budget information for grants including the Illinois Government Accounting Transparency Act (GATA). Ability to independently evaluate, select and apply standard techniques, procedures and criteria, using judgment in making minor adaptations and modifications and work in an office setting. Prepare and disseminate information in suitable format through extensive interaction with internal and external contacts. Successful candidate will possess strong organizational, planning, verbal and written communication, project management, analytical and problem-solving skills. Requires three years or more previous experience related to governmental accounting, administration, grant fiscal administration and understanding of public administration including knowledge of all aspects of governmental accounting functions, with considerable knowledge and experience with generally accepted accounting principles, accounting terminology and methods. Minimum BA in Accounting, Public Administration or related field required. Excellent benefits, merit review program. Deadline: August 31, 2020

**EQUAL OPPORTUNITY EMPLOYER**

For more information about Bi-State Regional Commission, check us out at:  
http://www.bistateonline.org

**Send detailed resume to:**  
Attn: Human Resources  
Bi-State Regional Commission  
P. O. Box 3368  
Rock Island, Illinois 61204-3368  
email: cconnors@bistateonline.org

If you have any questions or need further information, please contact Carol Connors at (309) 793-6300, ext. 1125