



**ILLINOIS
CRIMINAL JUSTICE
INFORMATION AUTHORITY**

300 W. Adams Street • Suite 200 • Chicago, Illinois 60606 • (312) 793-8550

**Grant Monitor
Federal and State Grants Unit**

The Illinois Criminal Justice Information Authority (“the Authority”), based in downtown Chicago, is seeking qualified candidates for the position of Grant Monitor in the Federal and State Grants Unit (FSGU). Under the direct supervision of the Manager of Victim Services, the Grant Monitor participates in the review, examination, approval, and implementation and monitoring of interagency agreements and contracts relating to grant programs; participates in preparing contracts, project amendments and related reports relative to such programs; assists in determining technical assistance needs and developing appropriate responses for different projects. Requires travel in the performance of duties. The Grant Monitor reviews proposals and budget applications, amendments or other required proposal/budget submission stages to determine appropriateness and compliance with program and budget requirements; reviews and analyzes quarterly and close-out program and fiscal reports, and communicates with grantees regarding needed justifications, corrections, or revisions; reviews allocation requests and works with Grants Team members to determine approvability of requests. The Grant Monitor also conducts site reviews of the fiscal records of a select sample and their subcontractors to ensure proper documentation of expenses, compliance with budget; prepares and distributes written drafts and final reports of site review findings that describe major strengths and weaknesses identified in the review and recommendations for changes, enhancements and/or corrective actions; and reviews remediation efforts.



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An ideal candidate would possess several of the following attributes:

- A Bachelor's degree in Criminal Justice, Government, Public Administration, Sociology, Accounting, Political Science or related field. Master's degree preferred
- Two years of professional experience in grant preparation and grant/contract monitoring; budget preparation, tracking expenditures and objectives/outcomes
- One year of professional service in planning, development, implementation and assessment of programs in criminal justice and/or violence prevention
- Must be proficient in analytical skills and oral communication

Interest should be by email with cover letter and resume to Ms. Maria Espindola, Coordinator, Office of Human Resources, Illinois Criminal Justice Information Authority, Maria.espindola@illinois.gov Application process closes on May 9, 2016.

Created in 1983, the Illinois Criminal Justice Information Authority is a state agency dedicated to improving the state's criminal justice system. The Authority brings together key leaders from the justice system and public to identify critical issues, and to propose and evaluate policies, programs, and legislation that address those issues.

The Illinois Criminal Justice Information Authority is an equal opportunity employer and has a strong institutional commitment to embodying the principle of diversity in all aspects of its operations. In that spirit, we encourage application from all qualified individuals without regard to race, color, religion, gender, sexual orientation, age, marital status, disability, and veteran status.