**Job Announcement**

The Oklahoma Center for the Advancement of Science and Technology (OCAST) is now accepting applications for the unclassified position described below. Anyone interested in being considered for the position should apply in writing to Human Resources, **no later than January 31, 2014 by 5:00 pm.** All applicants **must** complete and submit an **OCAST job application** **form**, resume and cover letter prior to the closing date and time specified on this announcement. Application forms are available on the OCAST website, www.ocast.ok.gov, or may be obtained by calling (405) 319-8400. OCAST is an Equal Opportunity Employer.

**OCAST**

**Attention: Diane Lewis**

**Human Resources**

**755 Research Parkway, Suite 110**

**Oklahoma City, OK 73104**

**Diane.Lewis@ocast.ok.gov**

**Website: www.ocast.ok.gov**

**PROGRAMS OFFICER II**

**Definition:** Under general supervision of the Director of Programs, performs day-to-day activities in designated programs for research and technology development funding including participating in peer reviews, participating in all activities associated with the pre- and post-award contract process, creating and delivering internal and public presentations in support of contract workshops, providing customer service to the public and other agencies, and performing related work as required.

**Salary:** $35,000 - $55,000 commensurate with education and experience. As an unclassified position, salary increases and promotions are determined by OCAST management and based on performance.

**Merit System** Unclassified (U), with full State Benefits Package

**Status:**

**Job Code:** 9738

**Examples of Work Performed:**

Carries out assigned activities of each program’s pre-award peer review cycle, including but not limited to:

* Ensuring applicant compliance and eligibility to enter into a state contract before project applications are reviewed
* Organizing logistics for informational meetings in support of state contracts and specific OCAST contracting requirements

Assists agency Contract Compliance Officer with management of the award/contracting process through, including but not limited to:

* Receiving, managing, and processing clients’ requests for payment
* Receiving, managing, disseminating, and tracking progress reports for all funded projects
* Managing the pool of external expert reviewers for evaluation of progress reports
* Filing, scanning, and archiving of digital and hard copies of contracts and related documents
* Maintaining the OCAST project award contract database

Prepares budget recommendations, requests, reports, proposals and/or projections for the Programs Division contracting process.

Identifies opportunities in the Programs Division contracting system for process redesign/improvement which can significantly improve efficiency, quality, and customer satisfaction; participate in development and prioritization of projects to capitalize on those opportunities deemed viable; monitor performance and improvements in key metrics.

Acts as a resource in assigned program areas to provide information and/or determine the most effective way of meeting the needs of management, staff, clients or stakeholders.

Provides support for all Programs Division activities as needed.

Some in-state travel will be involved. Some work on weekends will be involved on a very limited basis.

**Job Skills:** Candidate should possess: strong analytical capabilities and excellent written/oral communication skills, including making effective public presentations and dealing with a variety of individuals both in person, in conference settings, and over the telephone; ability to interpret and explain applicable laws, regulations, and policies; skill in preparing clear, concise and informative reports, correspondence and other written materials; strong customer service focus and the ability to build strong relationships; excellent attention to detail and highly competent follow-through of work requirements. Candidate must be a team player with sufficient interpersonal skills to maintain a cooperative and productive working relationship with staff. Must have the ability to handle multiple projects, meet deadlines, prioritize, multitask, and organize various projects, and work both independently and as a team member. Candidate must be proficient in working with Microsoft Office Suite, implementing and updating database information to maintain accurate project records, and manipulating and managing data from various sources into and out of OCAST project databases in diverse formats.

**Education and Experience:**

Required: Bachelor’s degree in a related field such as business administration or accounting

Preferred: Background in university research administration; grants and/or contracts knowledge; accounting experience.