



**Grants Program Coordinator**  
**NEW HAMPSHIRE LIQUOR COMMISSION**  
**Enforcement Division**

**37.5 hours a week including day, night, and weekend shifts**  
**\$41,086.50 to \$46,722.00**

**This is a Federal Grant funded position that is subject to annual review with a position end date of 6/13/2013.**

**PLEASE INDICATE ON YOUR APPLICATION WHAT POSITION & LOCATION YOU ARE APPLYING FOR**

The Grants Program Coordinator will be responsible for applying the provisions of the federal law contained in the Code of Federal Regulation, relating to the regulations restricting the sale and distribution of cigarettes and smokeless tobacco to protect children and adolescents.

**For more details please contact Lieutenant Valerie Smith at (603) 271-3929 or email [vsmith@liquor.state.nh.us](mailto:vsmith@liquor.state.nh.us).**

**Position closes on December 2, 2011.**

**MINIMUM QUALIFICATIONS:**

**Education:** Bachelor's degree from a recognized college or university with major study in the arts, public or business administration. Each additional year of approved formal education may be substituted for one year of required work experience.

**Experience:** Three years' experience in a cultural institution or public administration, one year of which must have been experience in coordinating government funded program activities, managing and tracking for compliance, reporting, and ensuring legal compliance of grant regulations. Each additional year of approved work experience may be substituted for one year of required formal education.

**SPECIAL REQUIREMENTS:** (Per Federal Drug Administration Tobacco Compliance Contract # HHSF223201110032C)

1. Must be at least 21 years of age upon application for position.
2. Must be willing to accept employment anywhere in the state.
3. Must have and retain a New Hampshire driver's license for the duration of employment.
4. Must be available to work day and evening shifts on weekdays, weekends, and holidays in foul weather conditions.
5. Must have no criminal or motor vehicle history other than minor traffic violations.
6. Must pass a background investigation, including a fingerprint check, credit check, and childcare check facilitated by the Food and Drug Administration.
7. The probationary period for this position is one year.
8. For appointment consideration, applicants must successfully participate in an oral examination measuring possession of knowledge, skills and abilities identified as necessary for satisfactory job performance by this class specification.
9. Must be proficient in Excel, Word, Outlook, and Access.

**HOW TO APPLY:** An official application for employment may be obtained from and returned to New Hampshire Liquor Commission, Human Resources, 50 Storrs Street, PO Box 503, Concord, New Hampshire, 03302-0503 (603) 230-7052. [hr@liquor.state.nh.us](mailto:hr@liquor.state.nh.us) and is available on the Internet at <http://www.nh.gov/liquor/employment.shtml>. In addition, an official state application for employment may be obtained at [www.admin.state.nh.us/hr](http://www.admin.state.nh.us/hr).

**. \*\*\* In order to receive credit for post-secondary education, a copy of official transcripts with a seal and/or a signature MUST be included with the application. If copies of transcripts have been requested please reference this and have them forwarded to the Human Resources office at the recruiting agency. \*\*\***

**EOE**