



ASSISTANT DIRECTOR FOR PROGRAM COMPLIANCE:

The Assistant Director for Program Compliance plays a pivotal role in ensuring the adherence of various grantees to policies and procedures in accordance with Education Department Guidance, Administrative Regulations, and the Illinois Grant Accountability and Transparency Act. This position requires a dynamic individual to provide support, guidance, and oversight in collaboration with programmatic, compliance, and finance teams.

Duties/Responsibilities:

Grant Administration and Compliance

- Provide support and guidance to grantees in interpreting and administering policies consistent with Education Department Guidance, Administrative Regulations, and the Illinois Grant Accountability and Transparency Act.
- Facilitate the grant process from start to finish, managing all required documents, including notices of funding opportunity, programmatic risk assessments, and reporting.
- Review and approve budgets, budget modifications, and quarterly reports submitted by grantees.
- Utilize the grant management system to review and approve grant-related documents.
- Develop, implement, and maintain written policies and procedures for various programs and initiatives.
- Organize and maintain the division's paper and electronic records as required by federal and state laws.

Program Monitoring and Evaluation

- Work with program staff to monitor and assess program effectiveness, policies, and compliance for all relevant grants within the division.
- Participate in the development and dissemination of grant program manuals.
- Complete and fulfill federal and state audit compliance requests in consultation with program staff.

Training and Technical Assistance

- Provide technical assistance, training, and professional development to grantees on grant-related processes.
- Attend relevant conferences and training sessions specific to grant administration and compliance.

Other Responsibilities:

- Perform other duties as assigned, which may include occasional travel.



Minimum Qualifications:

- Bachelor's degree

Additional Desirable Qualifications:

- Master's Degree
- Two years of responsible managerial or administrative work experience
- Experience with instructional programs, instructional support services, and / or program evaluations at community colleges or other postsecondary institutions.
- Experience with grant management.
- Experience with, or adequate knowledge of, the Illinois Community College System.

Salary and Benefits:

- Salary range: \$43,700.00 - \$53,700.00 /year
- State Competitive Employee Benefits ([FY 2025 Benefit Choice - State Employees Group Insurance Program](#))
- Be Well Illinois: [Be Well Illinois](#)
- State University Retirement System: [SURS_In_Brief.pdf](#)

Required Applicant Documents:

- Resume
- Cover Letter
- Illinois Community College Board application ([APPLICATION FOR EMPLOYMENT](#))

Please Note: These documents are required to be submitted via email to iccb.careers@illinois.gov to complete the application process.

Optional Applicant Documents:

- Transcripts
- DD-214 - To be eligible for Veteran's Preference points on the exam, appropriate military service documentation such as a DD-214 must be submitted prior to the application deadline.

Special Instructions for Applicants:

Please fully complete the entire application including, but not limited to, the education and work history portions. Be specific on your work history, including employment dates and duties for all positions held. Please do not put "see resume" in the duties and responsibilities section of the work history. This will be considered an incomplete application and incomplete applications will not be considered.

401 East Capitol Avenue • Springfield, Illinois 62701 • (217) 785-0123 • www.iccb.org



The Civil Service examination for this classification is based on your application materials and responses to the supplemental questions. No participation other than submission of applicant materials is required from applicants that qualify to take the exam. If you meet the minimum required qualifications for this position, you will receive a score calculated based on your education and experience, and your name will be placed on the active employment register by exam score. After the application deadline, the names within the top three scores will be referred to the department for interview.

Important Information for Applicants:

This position requires a criminal background investigation and, if applicable, an employment history review. Any offer of employment is contingent upon successfully passing these checks. Employment may not commence until the results of the background investigation have been reviewed and approved by Human Resources.

The ICCB is an Equal Opportunity/Affirmative Action Employer. Minorities, women, veterans, and individuals with disabilities are encouraged to apply.