

**POSITION:**

**Special Project Coordinator/Grant Manager**

**PURPOSE:**

Multifaceted position responsible for a variety of Borough related functions including, but not limited to: maintaining the developing and coordinating special projects for the Borough, managing the overall operations of the Borough and Borough Office when required, supervising Borough Office staff as assigned, reviewing personnel needs, determining space and equipment needs, implementing policy directives, assisting with financial matters, and participating in the annual Borough budget preparation process.

The position involves regular contact with the public and staff and frequent exposure to confidential information. It requires familiarization with the Borough of Lewisburg, the community, and the surrounding region. Position strives for the success of the Lewisburg Borough and the services it provides. Individual works directly with the Borough Manager to conduct Borough business with regard to the Borough's goals and objectives. Individual has direct contact with boards, committees and external organizations with regard to any prior, current or future endeavors. Individual must continually exercise initiative and independent judgment in the performance of the daily job tasks.

Responsible to the Borough Manager by whom work assignments are issued. Works independently to meet essential deadlines concerning meetings and special projects. Responsible for insuring the accuracy of written reports and providing accurate information to those requesting it.

**AUTHORITY:**

Reports to the Borough Manager (and Borough Secretary during an extended absence of the Borough Manager). Overall, Third in Command of Borough operations and has the authority to act in the absence of the Borough Manager and Borough Secretary.

**RESPONSIBILITIES AND DUTIES:**

1. Serves as Borough's grant administrator. Responsibility includes locating/identifying grant opportunities, applying for grants, maintaining compliance of grants, and complete grant closeout/reporting requirements. Works with Community Development Block Grant program, DCNR grants, FEMA/PEMA HMGP, PennDOT Grants, Appalachian Regional Commission grants, and other grant opportunities as they arise;
2. Supervise Borough Departments and staff as assigned;
3. Works closely with the Borough Manager and Borough Secretary on assigned tasks;
4. Implements staff development programs for Borough personnel;
5. Assists the Borough Manager and Borough Secretary with certain functions including:
  - a. Maintaining relationships between the Borough and the other organizations actively involved in the development of Lewisburg;

- b. Facilitating the flow of information into and out of the Borough Office;
  - c. Preparing information for Council Members to keep them informed of the pertinent activities of Borough operations and local and state government issues that affect local government;
6. Attends council, committee, board, and commission meetings, as well as outside organization meetings as required;
  7. Acts as a liaison for the Borough with other governmental and private organizations;
  8. Plans and conducts meetings of the necessary people and/or groups to promote the success of the Borough, including internal and external players in coordination with the Borough Manager;
  9. Receives and responds to requests for information and documents from Borough employees and the public;
  10. Prepares project related news releases and coordinates media contacts;
  11. Works with management regarding the Borough website and social media pages;
  12. Assists with the preparation of the quarterly Borough newsletter in conjunction with other Borough office staff;
  13. Assists the Borough Manager, Borough Secretary, and Public Works Foreman in assembling data relative to specific projects or problem areas;
  14. Completes assigned or independently generated work for Borough projects to assist in their implementation;
  15. Participates in policy development, and short- and long-range strategic planning for the Borough;
  16. Manages the Borough's Flood Protections Program, including but not limited to preparedness, response, grants administrations, CRS program, etc.;
  17. Participates on the Borough Safety Committee in conjunction with other Borough staff in accordance with state law and administers accordingly;
  18. Assists and participates in the formation of the annual Borough budget;
  19. Assists with routine financial management of the Borough;
  20. Attends continuing education courses and professional events with peers;
  21. Reports to the Borough Manager regarding the developments with all external affairs associated with the Borough;
  22. Prepares reports for the Borough Manager of all activities as it relates to the job description as necessary;
  23. Performs other duties that may be required and that may be necessitated by emergency situations;
  24. Coordinates maintenance of current computer network including interfacing with computer consultant to troubleshoot problems;
  25. Other duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

**Minimum Education** – Bachelor's Degree from an accredited College or University.

**Preferred Education** – Master's Degree in Public Administration, Business Management, Accounting, Planning or a relevant field of study.

**Minimum Experience** – Five (5) years working in a professional job environment with extensive public interaction.

**Preferred Experience** – Five (5) years working for a local municipal government or similar governmental entity in a similar position with similar responsibilities or seven (7) years working in the private sector in a similar position with similar responsibilities.

**Physical Condition** - Excellent. Must be able to lift twenty pounds (20 lbs.). Must be able to handle a fast paced, high stress work environment both in the office, on the project site, and at external meeting locations. Must be able to sit for long periods of time. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand or sit, move, talk, and hear. The employee is regularly required to sit, climb or balance; stoop, kneel, crouch or crawl, and smell.
2. The employee must routinely lift up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**License** – Possession of a valid Pennsylvania Driver's License shall be required.

**Work Environment** - The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee regularly works in an office environment. The employee regularly works near moving mechanical parts. The employee is occasionally exposed to fumes or airborne particles. The noise level of the office work environment is usually moderate.
2. In addition, the employee will be required to attend project meetings and job site meetings at locations outside the office. While performing the duties of this job, the employee could work outside in all weather conditions. The noise level of the outside work environment could be loud.

**Special Skills** - Accurate mathematical and reading skills. Understanding a variety of computer programs and being able to communicate with computer consultants to keep the programs running efficiently. Expertise in Microsoft Office software. Must be able to operate office equipment, including, but not limited to typewriter, computer, fax, copier, and radio. Strong attention to detail. Must keep accurate, detailed records and have a high level of accuracy with regards to data input. Must possess tact, patience and a pleasant disposition in handling public relations. Must be a competent public speaker.