

CITY OF LOWELL
Job Description
Please Post ~ July 11, 2008
Deadline ~ July 17, 2008
Career Center of Lowell

Job Title: *Grant Specialist - Grant Funded position*
Department: GLWIB: Career Center of Lowell
Reports To: GLWIB Director
Salary: *\$36,500.00 (min) to \$40,404.00 (max) - 35 hrs per week*

SUMMARY

The primary responsibility of the position is the research, preparation and oversight of grant proposals to support and sustain the objectives of the GLWIB. This individual will research available public and private grants for the education, employment and workforce development needs of the region; Assist in the preparation of request for proposals, review of such proposals; Prepare notices, correspondence, newsletters, press releases and other materials to promote the agencies projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Research and identifies available grant opportunities for workforce development projects. Conducts the necessary research for preparing grant applications and preliminary grant management; Assists with the grant management, implementation, monitoring and closeouts. Insure grant applications are properly prepared and requirements/deadlines are met. Prepares the appropriate correspondence. Contact, convene and coordinate meetings of appropriate community agencies, municipal and state departments necessary in the required partnerships of each application. Assists GLWIB Director with activities and meetings; attends all WIB meetings; attend meetings in the Director's absence when necessary. Reviews applications submitted for WIB approval. Prepare written communications in the form of newsletters, press releases and information on the WIB website. Performs other related duties as assigned.

COST ALLOCATION CLASSIFICATION The person occupying this position must document and be able to support appropriate allocation of their time. The guidelines to be followed shall be the allocation plan of the City of Lowell/Career Center of Lowell.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE Knowledge of federal and state grant programs required; Bachelor's Degree in Public Administration, Political Science, Planning, Technical Writing or related field required; 2 - 3 years grant writing experience. Experience may be substituted for education. Excellent communication skills (written, oral and public speaking).

LANGUAGE SKILLS Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write routine reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions and groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS Valid driver's license with good driving history required.

PHYSICAL DEMANDS 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.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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.

While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock (electrical outlets). The noise level in the work environment is usually moderate.

The City of Lowell is a smoke and drug free employer and requires a physical with drug screen and CORI, post offer.

Qualified individuals send resume and/or application to the Human Relations Office, Rm 19 City Hall, Lowell, MA 01852 by 4:00 PM: Deadline ~ Thursday, July 17, 2008 or FAX: 978-446-7102 or Email: Kcheney@ci.lowell.ma.us EOE/AA/504 Employer S:\Career ~1\Grantwrt.jbx