



City of Barre, Vermont

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Organization: City of Barre, Vermont, USA

Position Title: Special Projects & Grants Coordinator

Department: City Manager's Office

Supervisor: City Manager/Assistant City Manager

Status: Exempt, 2-year ARPA-funded position

Salary: \$70,000 - \$80,000 per year, commensurate with experience

Summary / Objective

The Special Projects & Grants Coordinator works out of the City Manager's Office and provides cross-sector support across all City departments. Among several assigned tasks, the individual will lead projects, provide additional staff capacity to existing projects, and locate, research, and apply for grant opportunities in coordination with the City Manager and other City leaders. The incumbent will be a member of the City Manager's leadership team and will be entrusted to work independently and as part of a team and see projects and tasks through to completion. The position will be ARPA-funded and is guaranteed through December 31, 2026. The City believes the right individual could support continuation of this position through grant awards.

Essential Functions

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

1. Provide project leadership and support to the City Manager and to other Department Heads, as assigned;
2. Directly assist and/or lead with the identification, management, and execution of emerging grant opportunities, including seeking grant programs, writing grants, and submitting proposals in coordination with the City Manager and relevant Department Heads;
3. Assist the City Manager with development and creation of the City's social media messaging and public presentations, and management of the City website;
4. Organize and prioritize critical issues and required information gathering for the City Manager and Assistant City Manager to facilitate decision-making;
5. Interface with key City personnel and elevate and address issues that need resolution;
6. Take projects big and small as assigned by the City Manager, and oversee, track, and see those assignments through to successful completion;
7. Act as a thought partner to the City Manager and Assistant City Manager on how to support and provide capacity relief to Department Heads;
8. Assisting the City Manager with preparation of Council meeting materials;
9. Liaising and assisting with the annual appointment process of volunteers to City committees;
10. Assist, track, and manage constituent requests;
11. Manage and oversee facility scheduling and reservations; and
12. Performs other related tasks as requested.

Necessary Knowledge, Skills and Abilities

1. Bachelor's degree and relevant experience preferred, however we encourage candidates looking to enter the public sector and recent graduates with exceptional skills to consider an application as broad ranges of education and experience will be considered if the candidate has an ability to demonstrate the essential soft skills needed to succeed in the position;

2. Excellent time management, planning, and organizational skills in order to manage multiple competing priorities;
3. Experience with a complex and changing work environment, and the ability to shift to pivot
4. Resourceful with ability to take initiative, demonstrate strong sense of ownership over tasks, and work independently and reactively;
5. Organization and the ability to establish and move forward in the execution of high-priority, cross-Department initiatives;
6. Strategic, diligent, and analytical thinker with superior problem-solving skills;
7. Strong collaboration skills with demonstrated ability to leverage relationships and work effectively across all levels of the City, with both internal and external stakeholders;
8. Excellent written and verbal communication skills, including sharing ideas and information across diverse audiences and creating compelling presentations;
9. Exceptional presentation and computer skills;
10. Ability to observe confidentiality of sensitive materials and information; and
11. Exhibits strong initiative to seek and pursue grant and other external funding opportunities.

Competencies

1. Must have demonstrated management and civil service skills and understanding.
2. Must have valid Driver License.
3. Candidate must be able to pass any required pre-employment screenings.

Supervisory Responsibilities

This position has no direct supervisory responsibility.

Physical Demands

Lifting objects of moderate weight, may occur. Interaction with contentious individuals may require patience and de-escalation skills.

PHYSICAL ACTIVITY REQUIREMENTS

- Employee is responsible for wearing and maintaining personal protective equipment when needed.
- This job requires the ability to stand for some periods of time.
- This job requires the ability to see, whether naturally or with vision correction tools (glasses, contacts).
- This job requires the ability to hear, whether naturally or with hearing correction tools (hearing aid) in order to communicate with co-worker/supervisors/residents, and to recognize audible warning devices from trucks and equipment.
- Must have the ability to be on one's feet regularly and use hands, arms, and legs repeatedly on the job.
- Specific vision abilities required by this job include: close vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Work rarely occurs in confined areas.
- The noise level in the work environment is rarely loud.

Primary Physical Requirements		Other Physical Requirements	
Lift up to 10 lbs.:	Performed regularly	Twisting:	Performed frequently
Lift 11 to 25 lbs.:	Performed rarely	Bending:	Performed rarely
Lift 26 to 50 lbs.:	Performed rarely	Crawling:	Performed rarely
Lift over 50 lbs.:	N/A	Squatting:	Performed rarely
		Kneeling:	Performed rarely
Carry up to 10 lbs.:	Performed regularly	Crouching:	Performed rarely
Carry 11 to 25 lbs.:	Performed rarely	Climbing:	Performed rarely
Carry 25 to 50 lbs.:	Performed rarely	Balancing:	Performed rarely
Carry over 50 lbs.:	N/A	Work Surfaces	

Reach above shoulder height:	Performed rarely								
Reach at shoulder height:	Performed rarely	In Avg. 8 hour Day Employee is Required to:							
Reach below shoulder height:	Performed rarely	Sit							
		Consecutive Hrs.	1	2	3	4	5	6	7 8
Push/Pull:	Performed frequently	Total Hrs.	1	2	3	4	5	6	7 8
Hand Manipulation		Stand							
Grasping:	Performed frequently	Consecutive Hrs.	1	2	3	4	5	6	7 8
Handling:	Performed frequently	Total Hrs.	1	2	3	4	5	6	7 8
Torquing:	Performed rarely	Walk							
Fingering:	Performed frequently	Consecutive Hrs.	1	2	3	4	5	6	7 8
		Total Hrs.	1	2	3	4	5	6	7 8

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. The employee is primarily engaged in an office setting using standard office equipment. There is occasional contact with disgruntled residents or contractors. (Estimated 90%.)
2. On-site activities, project monitoring, and project oversight is an important element of this position which may include time spent at all City buildings and properties, parks, playgrounds, roofs, and equipment rooms. Occasionally requires the ability to perform essential job tasks in less than favorable conditions. (Estimated 10%.)

Position Type / Expected Hours of Work

This position is classified as exempt full-time. Standard days and hours are Monday through Friday, 7:30AM to 4:30PM. However, this position requires the ability to work occasional nights, weekends, and/or based on the schedule of public meetings or events, and/or to respond to timely assignments.

The position is funded through ARPA funding, and is guaranteed through December 31, 2026. However, the position could be extended if the incumbent secures future grant funding to help supplement City revenues that would allow for the position to be made permanent.

Travel

Local travel may be required between facilities, project sites, and/or to public meetings/events may be required.

Additional Eligibility Qualifications

None required for this position.

Work Authorization / Security Clearance (if applicable)

Must be authorized to legally work in the United States and get to and from work on a consistent basis.

AAP / EEO Statement

The City of Barre provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age disability or genetics. In addition to federal law requirements, the City of Barre complies with applicable state and local laws governing non-discrimination in employment in every location in which the City has facilities. This policy applies to all terms

and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

The City of Barre expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of City of Barre's employees to perform their job duties may result in discipline up to and including discharge.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by all levels of management:

City Manager _____

Assistant City Manager _____

Human Resources _____

Employee's signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Signature _____ Date _____

Employee Name _____