



Office of the Town Administrator
106 South Main Street, North East MD 21901
Office: 410-287-5801 / Email: mmackenzie@northeastmd.org

March 12, 2024

The Cecil Whig
601 Bridge Street
Elkton, Maryland 21921

SUBJECT: HELP WANTED AD

Dear Ladies and Gentlemen:

Please insert the HELP WANTED ad as written below in your March 15th, 20th, and 22nd 2024 issues.

TOWN OF NORTH EAST, MD
DEPARTMENT - ADMINISTRATION
GRANT WRITER/PROJECT MANAGER

The Town of North East is accepting applications for a permanent Full Time position with the Department of Administration. Under the direction of the Assistant Town Administrator, employee performs professional duties related to grant writing and project management. This position researches grant opportunities, which will meet the needs of the Town as outlined by management. This position will require meetings with Town management staff, federal, state, and local agencies associated with the funding source. Position assures project requirements, compliance, and fulfillment of grant obligations from the application process to the grant award, management of the grant and grant closeout. Position requires strong writing skills, strong communication skills, and strong ability to manage multiple projects simultaneously, project management. Position also requires the ability to manage projects that are funded by the Town. Employee needs a strong ability to keep accurate records to verify compliance with financial commitments, status reports, and milestone markers. The Town is an E.O.E. Applications and job description can be obtained from the Town's website (homepage): www.northeastmd.org or by calling 410-287-5801 (x103). Compensation is DOE. Submit application and resume to Town of North East, P.O. Box 528, North East, MD 21901-0528; ATTN: Town Administrator. Position will remain open until filled.

Should you have any questions please do not hesitate to contact me.

Sincerely,
Melissa B. Cook-MacKenzie
Town Administrator



Due by Date: _____

Returned on Date: _____

TOWN OF NORTH EAST, MD

NOTICE TO APPLICANTS

[Screening tests for illegal drug use may be required as a condition of employment]

APPLICATION FOR EMPLOYMENT

POSITION APPLIED FOR: _____

Regular Full-Time _____ Temporary _____ Emergency _____ Contractual _____

How did you learn of employment opportunities with the Town? _____

Town Policy prohibits employment of an immediate family member into a position supervised by a relative. Do any members of your family work for the Town of North East?

Yes _____ No _____ If yes, please indicate name and position: _____

PERSONAL DATA

NAME _____
(Last) (First) (Middle)

List any other name under which your educational or work records may appear: _____

Home Phone No. _____ Cell Phone No. _____ Social Security No. _____

Address _____
(Street) (City) (State) (Zip Code)

Are you legally eligible for employment in the United States? (Proof of U.S. citizenship or immigration status will be required upon employment) Yes [] No [] If no, please explain: _____

When is the best time to reach you during the day? _____ Phone No. _____

Have you, since age 18, been convicted of a misdemeanor or felony other than minor traffic violations? (Each conviction will be judged in relation to time, seriousness and circumstances and will not necessarily bar you from employment.)

Yes [] No [] If yes, describe in full: _____

As an Equal Opportunity Employer, the Town of North East does not discriminate in hiring or other terms and conditions of employment regardless of race, religion, color, creed, national origin, sex, marital status, age, or the presence of any sensory, mental, or physical disability or any other reason prohibited by federal, state, or local law.

Americans with Disabilities Act: No qualified individual with a disability shall on the basis of the disability, be subjected to discrimination in employment under any service, program, or activity conducted by the Town of North East. It is also essential that the Town will not compromise safety in any of their hiring practices. The Town of North East will make all reasonable accommodations with regard to employment of individuals with disabilities. The Town will not discriminate in any way toward any employee with regard to employment related activities (i.e.; hiring, firing, tenure, layoffs, leave, etc.). No employee will be discriminated against for their association or relationship to any disabled person.

EDUCATIONAL DATA

| | | |
|---|---|--|
| Did you successfully complete? | Circle Highest-Grade Successfully COMPLETED | Name and Address of Last Elementary and High School Attended and Course of Study |
| Elementary yes <input type="checkbox"/> no <input type="checkbox"/> | 1 2 3 4 | _____ |
| Junior High yes <input type="checkbox"/> no <input type="checkbox"/> | | _____ |
| Senior High yes <input type="checkbox"/> no <input type="checkbox"/> | 5 6 7 8 | If you did not graduate from high school, have you received a GED? Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Date Graduated: _____ | 9 10 11 12 | If yes, give # _____ |

COLLEGE OR UNIVERSITY

| Name and Address of College, University or Professional School and Course of Study | Degree Received and Major | Number Semester Hours | Years Completed | Completion Date |
|--|---------------------------|-----------------------|-----------------|-----------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

OTHER TRAINING

| Name and Address of School | Subjects Studied | Years Completed | Did you finish the course? | |
|----------------------------|------------------|-----------------|------------------------------|-----------------------------|
| | | | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| | | | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| | | | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Do you currently serve in the Military or are you a Veteran? Yes _____ No _____

Typing/Keyboarding: _____ w.p.m. Shorthand: _____ w.p.m. (if applicable to position for which you are applying)

List any licenses and/or certificates that you possess which relate to the position for which you are applying. If you are applying for a position which requires driving a Town vehicle, please note the Driver's License Number and Class in which you possess a valid license.

LIST MACHINES and/or EQUIPMENT YOU CAN OPERATE (if applicable to job for which you are applying)

ADDITIONAL INFORMATION _____

Are you able to perform the essential functions of the position for which you are applying with or without reasonable accommodations? (The Town of North East adheres to the principles of the Americans with Disabilities Act).

Yes [] No [] If no, please list the accommodation(s) you feel would be necessary to allow you to perform these functions:

EMPLOYMENT RECORD DATA

Give employment record as completely as possible starting with your present or last employer.
(Include Military Service) Attach additional sheets if necessary.

| | | | |
|------------------------|--|---|----------------|
| 1. Employer | | Address | |
| Type of Business | Reason for leaving/ (wanting to leave) | Month/Year Start | Month/Year End |
| Title of Position | Name of Supervisor | May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/> | Phone # |
| Duties: _____ _____ | | | |

| | | | |
|------------------------|--------------------|---|----------------|
| 2. Employer | | Address | |
| Type of Business | Reason for leaving | Month/Year Start | Month/Year End |
| Title of Position | Name of Supervisor | May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/> | Phone # |
| Duties: _____ _____ | | | |

| | | | |
|------------------------|--------------------|---|----------------|
| 3. Employer | | Address | |
| Type of Business | Reason for leaving | Month/Year Start | Month/Year End |
| Title of Position | Name of Supervisor | May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/> | Phone # |
| Duties: _____ _____ | | | |

| | | | |
|------------------------|--------------------|---|----------------|
| 4. Employer | | Address | |
| Type of Business | Reason for leaving | Month/Year Start | Month/Year End |
| Title of Position | Name of Supervisor | May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/> | Phone # |
| Duties: _____ _____ | | | |

PERSONAL REFERENCES

| <u>Name</u> | <u>Address</u> | <u>Relation to Applicant</u> | <u>Occupation</u> | <u>Telephone Number</u> |
|-------------|----------------|------------------------------|-------------------|-------------------------|
| 1. _____ | _____ | _____ | _____ | _____ |
| 2. _____ | _____ | _____ | _____ | _____ |
| 3. _____ | _____ | _____ | _____ | _____ |

Have you worked for the Town before? Yes _____ No _____

If yes, Dates: _____ Department worked for: _____

How soon can you report to work? _____

If employed, are you willing to accept the approved salary for the job? _____

Do you have a valid driver's license? Yes _____ No _____ N/A _____ This information must be provided if a driver's license is a minimum requirement. Please select the license class. Non-drivers should provide information from state-issued identification card, if available.

Class: A _____ B _____ C _____ ID Card _____ Other _____

Out of State License Class: _____ Issuing State: _____

License Number: _____ Expiration Date: _____

I authorize the Town of North East to investigate any and all statements made in this Employment Application. If in the judgment of the Town, any misrepresentation has been made herein or the results of the investigation are not satisfactory, an offer of employment may be withdrawn; and, if I am already employed, my employment may be terminated immediately.

I voluntarily consent to allow the Town of North East or any of its officers, employees or agents to check my references by contacting any person whom they deem to be an appropriate reference. I understand that these questions may be about my personal or educational background, work experience, character, and personality, including information of a confidential or privileged nature.

Date _____ Applicant Signature _____

I understand that if I am selected for an appointment to a position with the Town of North East I will be required to have a physical examination, including drug screen, on the basis of which I may or may not be accepted for employment.

Date _____ Applicant Signature _____

MAKE SURE YOU HAVE ANSWERED ALL THE QUESTIONS ON THIS FORM. IF YOU HAVE NOT FILLED IT OUT COMPLETELY, IT MAY RESULT IN THE REJECTION OF YOUR APPLICATION.

EMPLOYMENT APPLICATION POLICY

This employment application will be considered for the specific position opening only. All employment applications shall be retained for a period of four (4) years.

RETURN TO: Town Administrator
106 South Main Street
North East, Maryland 21901-0528



AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY

The Town of North East is an equal opportunity employer dedicated to a policy of nondiscrimination in employment upon any basis, including race, color, creed, religion, age, sex, national origin, ancestry, marital status, military status, or the presence of any non-job-related medical condition or disability. Please keep in mind the questions contained in this application are not intended to be discriminatory based on any non-job information.

The information requested below is voluntary and will be used to complete statistical reporting required to analyze our applicant flow. It will be separated from your application and will have no effect on the disposition of your application. Thank you for your cooperation.

Gender: Male _____ Female _____

Citizenship: U.S. Citizen _____ Legal Alien _____ Other _____ (Proof of U.S. citizenship or immigration status will be required upon employment)

Race: Are you Hispanic or Latino? Yes _____ No _____

If you are not Hispanic or Latino, what is your race? Please select one.

_____ White (Origins in any of the original peoples of Europe, the Middle East, or North Africa)

_____ Pacific Islander or Native Hawaiian (Origins in the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands)

_____ American Indian or Alaska Native (Origins in any of the original peoples of North or South American, including Central America, and who maintains tribal affiliations or community attachment)

_____ Black or African American (Origins in any of the black racial groups of Africa)

_____ Asian (Origins in any of the original peoples of the Far East, Southeast Asia, or the India subcontinent, including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam)

_____ Unknown/Decline to state



AUTHORIZATION TO RELEASE INFORMATION

I, _____, do hereby authorize a review of, and full disclosure of all records, or any part thereof, concerning myself, by a duly authorized agent of the Town of North East, whether said records are of public, private or confidential nature, and regardless if the information may be derogatory in nature.

The intent of the authorization is to give my consent for full and complete disclosure of the records of educational institutions, financial or credit institutions, (including credit reports and/or ratings); employment and pre-employment records including background check, efficiency ratings, complaints or grievances filed by or against me, and salary records; real and personal property records; financial statements and records including criminal and/or traffic records; records of complaints of a civil nature made by or against me wheresoever located, to include the records of recollections of attorneys at law or of other counsel, whether representing me or another person in any other case in which I presently have, or have had an interest. It is my specific intent, therefore, to provide access to personal information, however personal or confidential it may appear to be, and the sources of information specifically identified herein for the purpose of determining suitability for employment with the Town of North East.

I understand that any information obtained by a personal history background investigation which is developed directly or indirectly, in whole or in part, upon the Release Authorization will be considered in determining my suitability for employment by the Town of North East.

I agree to indemnify and hold harmless the person to whom the request is presented and his/her agents and employees from and against all claims, damages, losses and expenses, including reasonable attorney fees arising out of or by reason of complying with this request.

I further understand that in the event my application is disapproved, the source of confidential information cannot be revealed to me. A photocopy of the release form will be as valid as an original hereof; even though said photocopy does not contain an original writing of my signature.

Applicant Signature: _____ Date: _____

Address: _____

DOB: _____ SSN: _____

Witness: _____
(Printed) (Signature)



VERIFICATION OF EMPLOYMENT

The Town of North East
 Attn: Town Administrator
 106 South Main Street, North East, MD 21901
 410-287-5801

A – Employee *(Complete Section A only, Print all information)*

Current/Former Employer Name _____

Current/Former Employer Address _____

Telephone No. _____

| APPLICANT NAME | IF THIS NAME DIFFERS FROM NAME USED AT YOUR PREVIOUS EMPLOYMENT, PLEASE INDICATE NAME USED | SOCIAL SECURITY NUMBER |
|----------------|--|------------------------|
| | | |

THE FOLLOWING INFORMATION IS REQUIRED FOR VERIFICATION BY YOUR FORMER EMPLOYER

| DEPARTMENT | JOB TITLE | BASE SALARY AMOUNT | BONUS AMOUNT | OTHER COMPENSATION i.e. car allowance, etc. | EMPLOYMENT DATES FROM: TO: | |
|--------------------------------------|-----------|---------------------------|--------------|--|-------------------------------|--|
| | | | | | | |
| Reason for Leaving | | | | | | |
| Release of Information Authorization | | Applicant Signature: | | | Date: | |
| Town of North East | | Personnel Representative: | | | Date: | |

B – Former Employer *(Please complete this section for the above individual who has applied for employment with the Town of North East and return in the enclosed envelope)*

| COMMENTS | CIRCEL ONE |
|--|-------------------|
| WAS THE JOB TITLE AS STATED? | YES NO |
| WAS THE BASE SALARY AS STATED? | YES NO |
| WAS THE BONUS AS STATED? | YES NO |
| IS THE PERIOD OF EMPLOYMENT AS STATED? | YES NO |
| IS THE REASON FOR LEAVING CORRECT? | YES NO |
| WOULD YOU REHIRE THIS INDIVIDUAL? | YES NO |
| OTHER COMMENTS: | |
| FORMER EMPLOYER SIGNATURE: | TITLE: |
| | DATE: |
| | TELEPHONE NUMBER: |



**Mayor and Commissioners
Town of North East
Job Description**

JOB TITLE

Grant Writer/Project Manager

NATURE OF WORK/SUMMARY

Under the direction of the Town Administrator, employee performs professional duties related to grant writing and project managing. This position researches grant opportunities which will meet the needs of the Town. This position will require meetings with the Town Administrator, Assistant Town Administrator, and Department Heads to compile a listing of projects to determine needs of the Town. Attends meetings with agencies associated with the grant. Position assures compliance with project requirements and compliance and fulfillment of grant obligations from the application process to the grant award, management of the grant and grant closeout. This position also requires working with the community for some of the projects, coordination of meetings, grant training. The Grant writer/project manager shall have a strong ability to keep accurate records to verify compliance with financial commitments, status reports, milestone markers and other associated obligations of the grant.

EXAMPLES OF WORK

The following examples of work are not inclusive of all duties and responsibilities the employee shall perform. In addition, the employee will be expected to perform all other related duties as required or assigned.

- Meets with the Department Heads to become informed of individual needs and priorities, projects of the departments.
- Prepares listing of all projects and reviews with Town Administrator and Assistant Town Administrator to determine priorities.
- Research potential grant funding opportunities for federal, state, private and local levels and determines applicability of program resources to meet the Town's needs, Town's Capital and Operating budget needs.
- Develop and catalog grant resources and other grant related resources.
- An example of grant subjects include stormwater management projects, water plant projects, flood mitigation, new projects in town parks and open space areas, façade grants, etc.
- Maintains database and files regarding information about grantors, including contact information, request for funding, reporting requirements, deadlines, and whether the requests are funded or not.
- Recommend and confer with the Town Administrator and Assistant Town Administrator concerning the outcome of research for potential funding available based on priority project listing.
- Communicate with agency(s) providing grants, for guidance through application process.
- Prepares, writes, edits and proofreads proposals in accordance with grantor standards and requirements.
- Prepares grant budget in accordance with grant requirements, required matching funds, administrative costs, and provide information how funds will be managed and distributed.
- Submits draft grant applications for review and authorization to proceed to the Town Administrator in a timely manner.
- Submits grant application to grantor in a timely manner along with any required documentation.
- Corresponds with prospects and grantors, including following up to check on status of proposals.
- After award of grant, initiate grant procedures to be followed on each grant award.
- Provides assistance and guidance in resolving issues and conflicts with grant funding agencies.

- Reviews all resulting proposals and leads the Town in grant compliance.
- In accordance with applicable grant requirements, attends various Town and community meetings, project meetings and/or grant management meetings and conducts interview to obtain and verify information.
- Prepare, Maintain and track grant and project reporting requirements.
- Inspection/coordination of on-site visits and associated documentation of project site during various stages of project to ensure compliance with the grant agreement.
- Respond to questions concerning grant and project compliance. Meets with Town personnel and funding source agencies as needed to review financial reports, verifies figures and information for accuracy, completeness, and compliance with grant and/or project regulations.
- Establishes and maintains a master grant inventory and project inventory system to track grant awards and projects.
- Prepares accurate and timely monthly progress reports concerning status of grant applications, grant approvals, commencement of grants, grant meetings.
- Regularly informs supervisor of grant and/or project status.
- Informs supervisor of any deviation from established timeline or goals outlined in the grant or project.
- Attends meetings of the Mayor and Commissioners, Planning Commission, and other special events and meetings as required by supervisor.
- Periodically attends training seminars, as needed.
- Develops forms, processes, procedures, and policies for the purposes of implementing a consistent grant application methodology.
- If project is not associated with a grant obtained by grant writer, the project requirements, timelines and goals shall be tracked by this position.
- Communicate with applicable agency(s), for guidance through project process.
- Assist with project management responsibilities for various projects in Town to ensure projects are completed on time and within the budget.
- Performs other related duties as assigned.

KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of applicable Town ordinances and regulations.
- Ability to communicate effectively with the public, agencies, contractors, Town agents, both verbally and in writing.
- Skillful business letter writing and reporting.
- Budget preparation and organization and upkeep throughout grant and project lifespan.
- Ability to interpret elementary engineering designs and forms as applied to the preparation of plans.
- Ability to interpret zoning rules and regulations.
- Introductory knowledge of the practices and objectives of local and regional planning.
- Knowledge of research techniques and methods and applicable methodology for the utilization of pertinent data.
- Ability to interpret maps and aerial photographs.
- Knowledge of applicable database, graphics and other computer software and equipment.
- Ability to prepare presentations and make presentations as requested.
- Meet schedules and timelines.
- Ability to communicate effectively both written and orally.
- Ability to work independently with little direction.
- Ability to plan and organize work.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Work requires light physical effort in the handling of light materials and equipment in non-strenuous work positions. The employee is required to walk, stand, stoop, bend, get in and out of an automobile and sit at a desk. The employee must occasionally exert or lift up to 25 pounds. Successful performance requires specific vision abilities that include close vision. The employee is required to perform and document "in the field" site inspections throughout the project until the grant and/or project is completed.

QUALIFICATIONS REQUIRED:

To perform this job successfully, the person in this position must be able to perform each essential duty satisfactorily. The requirements listed above and below are representative of the knowledge, skill and/or ability required.

EDUCATION and EXPERIENCE REQUIRED

Associate degree (A.A.) or equivalent from two-year College in Business Administration or Public Administration plus two (2) years applicable experience; or any equivalent combination of education and experience which demonstrates the requirements of the essential duties and responsibilities as determined by the Town Administrator.

LICENSE

Have and maintain a valid driver's licenses and have and maintain a driving record acceptable to the Town's Risk Manager/Insurer.

LANGUAGE SKILLS:

Ability to communicate professional both orally and in writing, read, write and understand English at a level necessary for efficient job performance. Ability to prepare clearly written reports and documents.

MATHEMATICAL SKILLS:

Ability to perform basic math calculations; add, subtract, multiply and divide.

REASONING ABILITY:

Ability to exercise a high degree of sound independent judgement and be able to work within guidelines with little or no direct supervision. Ability to organize own work.

OTHER SKILLS AND ABILITIES:

Project and maintain a positive image on behalf of the Town of North East with those contacted in the course of work. Provide a high level of customer service at all times. Work and act as a team player when interacting with other departments.

Ability to use calculator, copy machine, scanner, fax machine and telephone. Ability to read and decipher plans, plats, grant requirements, keep good records. Ability to calculate land area. Ability to perform research from multiple sources and modes.

NON-EXEMPT:

Yes

REPORTS TO:

Town Administrator

SALARY LEVEL:

\$52,000.00 – \$78,654.67 (DOQ)

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The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions of this job.

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Adopted By Resolution 2022-09-03
Date: September 28, 2022
Administrative Revisions: March 2024



JOB DESCRIPTION ACKNOWLEDGMENT

I, _____, hereby acknowledge and
(PRINT FULL NAME)

affirm that I have read and understand the attached job description for the position of

Grant Writer/Project Manager.

Signature

Date