



## **JOB DESCRIPTION:**

### *Housing and Grant Administrator*

This Job Description does not constitute an agreement between the employer and employee and is subject to change as the needs of the employer and/or requirements of the job change.

18.5 hrs/week  
Non-Exempt  
Non-Benefited  
Dual Grade & Step:  
9hrs Grade C, Step 1  
9.5hrs Grade F, Step 1

The Town of Townsend seeks qualified applicants for the position of Housing and Grant Administrator. The position is part-time, 18.5 hours per week with a flexible schedule.

**DEFINITION** The Housing and Grant Administrator oversees, coordinates, and is responsible for the reporting and management of grants received by the municipality, and also acts as administrative support for both the Townsend Housing Authority Board and the Townsend Affordable Housing Trust. The Grant Administrator supports Boards, Committees, Departments and/or the Town Administrator through administrative oversight of grant funding.

**ESSENTIAL FUNCTIONS** The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Works in collaboration with Boards, Committees, Departments and/or the Town Administrator in writing grants.
- Compiles necessary data for grants.
- Collaborates with the Town Accountant and Treasurer on grant income and grant expense amounts.
- Provides to the Board of Selectmen a quarterly report of grant funds received and grant funds expended.
- Gathers data and statistics required by funding sources.
- Assists in monitoring measurable outcomes as required by funding sources
- Coordinates with Boards, Committees, Departments, and/or the Town Administrator regarding funding efforts.
- Prepares required grant reports
- Oversees monthly data entry, delegating data entry as necessary for completion of grant reports
- Seeks additional funding sources (grant, federal, non-profit, foundation) to support, expand, and develop programming in alignment with the vision of the Town
- Manages program files and records
- In cooperation with the Town Accountant and Treasurer, manages the system for tracking grant expenditures and receivables.
- Oversees accounts and tracks all receipts and records for grant funding.
- Reviews and approves all grant related payment requests, bills, invoices, and statements.
- Reviews all monthly financial reports, makes corrections to grant related income and revenue as needed, and communicates all changes to the Town Accountant and the appropriate Boards, Committees, and Departments.
- Cultivates and sustains relationships with possible funders through the community, state, and federal government to ensure access to important information and emerging opportunities.
- Responsible for maintaining the appointments calendar for both the Housing Authority and the Affordable Housing Trust developing written agendas for the Board and scheduling of all meetings and hearings in consultation with the Chair of the Housing Authority.
- Responsible for recording meeting minutes for transcription into typewritten form for both the Housing Authority and the Affordable Housing Trust, subject to each board's review and approval. Responsible for

*The TOWN OF TOWNSEND does not discriminate in the selection, hiring, appointment, volunteerism, or employment of any individual on the basis of race, color, religious creed, national origin, disability, gender identification, veteran status, ethnicity, appearance, or age.*

**Job Description:**  
*Housing and Grant Administrator*  
Revision Date: 02/05/24 - Page: 1

filing the meeting minutes with Town Clerk in accordance with State statute. Provides copies of minutes to Board members by standard or electronic mail.

- Responsible for tracking and payment of all bills to the Town Accountant, including payments to the Treasurer of fees collected, and maintaining all records of income and expenses of the board.
- Develops and maintains a comprehensive filing system for both the Housing Authority and the Affordable Housing Trust.
- Drafts correspondence for the Board to other town departments and boards, Town Counsel, developers, engineering consultants, applicants, and the Annual Town Report.
- Responsible for posting all meetings of the board and the Town Clerk's Office as required by State Open Meeting Law.
- Receives applications and reviews them for conformity with the instructions; performs research for the Board and consults with Town Counsel for review of Housing Authority, Affordable Housing Trust, or Grant matters when applicable.
- Receive, open, dates stamp incoming mail. Categorize documents for inclusion on next agenda.

**SUPERVISION RECEIVED** Under the administrative direction of the Land Use Coordinator and the Town Administrator, the employee works with the current grants and assumes direct accountability for grant reporting; consults with the supervisor only where clarification, interpretation, or exception to policy may be required or as requested by the supervisor. The employee exercises control in the oversight of grants received by the town and coordinates with others as necessary.

**SUPERVISION EXERCISED** The Grant Administrator, as a regular and continuing part of the job, is accountable for the successful reporting and accounting for all grants received by the Town of Townsend. The employee gives advice and instruction on all grant requirements to the Boards, Committees, Departments and/or the Town Administrator. The employee recommends potential grant submissions to Boards, Committees, Departments, and/or the Town Administrator.

**JUDGMENT AND COMPLEXITY** Guidelines, which may be in the form of grant requirements, administrative or organizational policies, general principles, legislation or directives that pertain to a specific grant, may provide guidance for performing the work. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies.

**NATURE AND PURPOSE** Relationships are constantly with co-workers, funders, the public and with groups and/or individuals who have conflicting opinions or objectives, diverse points of view or differences where skillful negotiating and achieving compromise are required to secure support, concurrence and acceptance or compliance.

**CONFIDENTIALITY** Employee has access to sensitive information in the performance of their duties.

**EDUCATION AND EXPERIENCE** Bachelor's Degree in Business or Human Services, or related field, and one to two years of relevant grant writing and administration experience preferred. A valid Massachusetts Driver's License is required.

**KNOWLEDGE, ABILITY, AND SKILLS** Knowledge: Proficiency in math; excellent computer skills including word processing, database and spreadsheet (Excel) competence. Abilities: Strong interpersonal communications

skills; demonstrated ability to write clearly and persuasively; ability to manage multiple tasks, details, and deadlines; ability to pay close attention to detail and accuracy; ability to relate to other staff, foster teamwork and maintain effective collaborative working relationships with Town departments, department heads, board and committee members, fellow employees, officials and the general public. Skills: Excellent organizational skills; ability to organize multiple tasks; excellent customer service and public relations skills.

**WORK ENVIRONMENT** A majority of work is performed under typical office conditions, with frequent interruptions to provide assistance and information to the public; noise level is moderate. Regularly operates a computer, telephone, copier, facsimile machine and other standard office equipment..

### PHYSICAL, MOTOR, AND VISUAL SKILLS

**Physical Skills** - The work involves sitting, standing, and walking. Must be able to work at a computer monitor for long periods of time.

**Motor Skills** - Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

**Visual Skills** - Visual demands require routinely reading documents for general understanding and analytical purposes.

### RECOMMENDED MINIMUM QUALIFICATIONS

#### Education, Training and Experience:

High School education and at least three years of related office experience; or any equivalent combination of education, training and experience. Customer service experience. Previous experience in grant writing, statutory, regulatory and legal process or municipal land use helpful. Excellent writing and organizational skills a must.

Ability to communicate effectively both verbally and in writing. Ability to maintain records and prioritize tasks. Ability to respond with tact and courtesy when dealing with the public. Ability to deal with continuous interruptions and various levels of stress.

The employee must occasionally lift and/or move objects weighing up to 15 pounds, such as supplies, folders, and books. Ability to operate a keyboard and calculator at efficient speed and to view computer screens for extended periods of time.