

## **Job Description**

**Title:** Grant Writer

**Supervision:** The Grant Writer is hired/appointed by the Board of Selectmen and reports directly to them.

**Hours/Compensation:** This position is a per diem hourly position. The actual hourly rate will be authorized annually by the Select Board and by annual appropriation. Hours must be pre-approved by the Board of Selectmen.

**Benefits:** As this position is per diem no Town benefits are offered. This position must participate in the OBRA retirement program.

**Job Environment:** Typical office environment; operates computers, printers, calculators, phones and the copier. The position requires frequent contact with other Town Hall employees, State agencies and the general public.

**Responsibilities:**

*The essential duties and responsibilities listed include the minimum requirements for the position. This position includes additional duties that are a natural progression from that position's essential duties. The omission of specific statements of duties does not exclude them from the responsibility of the employee in the position if the work is similar, related, or a logical assignment to the position.*

- Research and present available grants to the Select Board. Provide the Board with an estimate of hours the grant will take to write, any town funds that will be required and any other pertinent information.
- Apply for grants that have been approved by the Select Board

**Recommended Minimum Qualifications:**

**Education & Experience:** High school diploma and a valid driver's license.

**Knowledge, Ability and Skill:**

- Knowledge of Windows programs/operating system as well as other office equipment.
- Excellent organizational skills, the ability to work with minimal supervision and the use of good judgment and tact regarding the requirements of the position.
- Ability to work well with the public and other Town employees.
- Minimal physical effort required to perform functions under typical office conditions.
- Position requires the ability to operate a keyboard.
- Past grant writing experience.