

**Town of Sudbury**  
**Grant Coordinator/Program Manager**  
**Part-time: 19 Hours/Week**

The Town of Sudbury seeks a highly responsible and qualified Grant Coordinator/Program Manager to provide grant management services to ensure the implementation of the scope of services and required deliverables under the Public Health Excellence Grant Program for Shared Services. The Coordinator will oversee the day-to-day responsibilities for the grant, be the main contact for the Office of Local and Regional Health (OLRH) communications, and will be a resource for their participating municipalities. In addition, the Coordinator will serve as point of contact for the grant, attend required monthly meetings, tracks progress of shared staff, monitor project activities, research, present, and submit grants to support expansion of shared services. Ensure timely submission of a full, detailed workplan, quarterly reports, strategic plan, and annual report for the shared services area. Manage and track grant budget. Work is performed under the general direction of the Health Director.

Minimum qualifications: Two years of college, three years office experience with varied computer experience or training. Knowledge of public health laws and familiarity with field would be helpful.

Candidates must meet minimum requirements contained in job description posted at <http://sudbury.ma.us/departments/HR>

Starting salary range is \$31.54 to \$35.39/hr DOQ, (top step in range to \$41.48/hr). Email letter of interest and resume to [murphyb@sudbury.ma.us](mailto:murphyb@sudbury.ma.us). Resumes *accepted until Friday, January 7<sup>th</sup> at noon*.  
AA/EOE

**See complete job description below.**

## **Grant Coordinator/Program Manager**

### **Background Information:**

#### Public Health Excellence for Shared Services Grant Program

In April 2021, the Massachusetts Department of Public Health awarded grants to 28 groups of municipalities to advance the recommendations of the Special Commission on Local and Regional Public Health for more cross-jurisdictional sharing of public health services. This grant opportunity will provide funding to develop sustainable shared services business models, expansion of shared services to include more municipalities and/or a broader scope of shared services, or creation of new shared services arrangements.

### **Purpose:**

The Grant Coordinator/Program Manager will provide grant management services to ensure the implementation of the scope of services and required deliverables under the Public Health Excellence Grant Program for Shared Services. The coordinator will oversee the day-to-day responsibilities for the grant, be the main contact for the Office of Local and Regional Health (OLRH) communications, and will be a resource for their participating municipalities.

### **Supervision:**

*Supervision Scope:* Performs varied and responsible duties while following department protocol, requires initiative to carry out assignments independently, analyze situations and conditions, and determine appropriate course of action from department guidelines and policies.

*Supervision Received:* Work is performed under the general direction of the Health Director. Work is performed independently requesting assistance with unusual situations which do not have clear precedents.

*Supervision Given:* None

### **Job Environment:**

A majority of work is performed under typical municipal office conditions; noise level is moderate.

Regularly operates computers and peripherals, telephone, copier, facsimile machine and other standard office equipment.

Makes frequent contacts with town employees, town officials, state/local agencies, and the general public. Contacts are in person, in writing, and by telephone and usually involve the provision of information of a technical or factual nature to the public or interested parties.

Performs varied and responsible departmental functions requiring independent judgment to ensure compliance with applicable laws, rules, regulations or compliance to departmental policies, procedures and methods.

Has access to limited department related confidential information.

Employee may be required to work beyond normal business hours to address emergency situations or to attend evening meetings.

Errors could result in significant confusion and delay, loss of department services, possible adverse public relations and have financial repercussions

**Essential Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various types 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.)*

- Assist in managing the shared services among participating municipalities
- Serve as point of contact for the grant representing each municipality in MDPH/OLRH required monthly meetings and professional development opportunities
- Facilitate communications between MDPH and participating municipalities and between participating municipalities
- Develop a system to track the progress of shared staff and ensuring they have the necessary support to do their job, especially in having the credentials and training recommended by the Special Commission
- Provide ongoing monitoring of project activities including but not limited to ~~creating~~ a supporting the governance structure and being on track to meet grant other deliverables
- Support overall project development, implementation, monitoring and evaluation
- Participate in the project design and implementation phase and ensure health equity is integrated into the design and implementation
- Provide consultation to the health directors, LBOH chairs or agents on the administrative and financial structure of all facets of this project
- Provide consultation including administration, procurement issues, budget management and staffing issues
- Research, present, and submit grants to support expansion of shared services integrated throughout
- Ensure that project approval documents and agreements are prepared following MDPH policies and procedures
- Communicate with Boards of Health's agents and representatives to ensure smooth implementation of the funded projects
- Seek prior approval from OLRH for changes in the proposal and use of funding for publishing research
- Ensure timely submission of a full, detailed workplan, quarterly reports, strategic plan, and annual report for the shared services area in a format, content, and method provided by OLRH and with input of all partners
- Manage and track grant budget, review invoices, and payroll submitted against the grant

Updates website with relevant and current information

Performs other related duties as assigned.

## **Recommended Minimum Qualifications:**

### **Education, Training and Experience:**

Minimum of two years of college, three years office experience with varied computer experience or training. Must have ability to learn very quickly. Requires persistence, patience and tolerance to interruption. Some knowledge of bookkeeping, typing proficiency, and ability to work effectively with other town departments. Knowledge of public health laws and familiarity with field would be helpful.

*Abilities and Skills:* Must be able to work efficiently to meet deadlines, must be able to effectively and tactfully interact with a wide variety of individuals, must be able to communicate effectively both verbally and in writing, ability to prioritize and multitask and deal with frequent interruptions, ability to assess urgency of health related issues and respond appropriately, ability to maintain a high level of ethical standards dealing with sensitive information consistent with public disclosure rules. Must be highly organized and demonstrate ability to develop office systems that are efficient, uniform, and easy to understand and maintain.

Computer Skills- Must be proficient with MicroSoft Office (Word, Excel, Powerpoint, Outlook) and comfortable with database management and financial accounting systems.

### **Physical Requirements:**

*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.*

The employee is required to: interact and communicate frequently and effectively with the public, government officials, other staff members and boards, and/or third parties transacting business with the Town; operate standard office equipment including computers and keyboards, at efficient speed; and move throughout the municipal office. The employee must occasionally lift and/or move up to 10 pounds.

*(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)*