



Town of Groton, Connecticut

45 Fort Hill Road
Groton, CT 06340-4394
Town Clerk 860-441-6640
Town Manager 860-441-6630

Meeting Agenda

Town Council

Mayor Rita M. Schmidt, Councilors Dean Antipas, Genevieve Cerf, Joe de la Cruz, Bruce S. Flax, Bob Frink, Rich Moravsik, Deborah L. Peruzzotti and Harry A. Watson

Tuesday, April 07, 2015

7:30 PM

Town Hall Annex - Community Room 1

REGULAR MEETING

I. ROLL CALL

II. SALUTE TO THE FLAG

III. RECOGNITION, AWARDS & MEMORIALS

2015-0084 Proclamation Honoring Douglas A. Hoffman Proclamation - TC

2015-0085 Proclamation Honoring Susan Wells Proclamation - TC

IV. RECEIPT OF CITIZENS' PETITIONS, COMMENTS AND CONCERNS

This is the portion of the Council Agenda where the Council welcomes comments from citizens. Each presentation should be limited to five (5) minutes or less, and citizens should, if possible, submit written comments. Presentations should be related to matters pertinent to Groton. Town Councilors will only ask questions in order to clarify the speaker's presentation and can respond during the Responses to Citizens' Petitions portion of the Town Council meeting. Citizens should make their presentations from the lectern and state their names and addresses for the record.

V. RESPONSES TO CITIZENS' PETITIONS, COMMENTS AND CONCERNS

VI. CONSENT CALENDAR

All matters listed under Item VI (Consent Calendar) are considered to be routine and will be enacted by one motion. No separate discussion of these items will take place, unless cause is shown prior to the time Council votes on the motion to adopt.

a. Approval of Minutes

2015-0081 Approval of Minutes (Town Council) Resolution - Consent

RESOLUTION ACCEPTING TOWN COUNCIL MINUTES

RESOLVED, that the minutes of the Town Council meetings of March 17, 2015 and March 30, 2015 are hereby accepted and approved.

b. Administrative Items

2015-0070 Special Trust Fund Contributions Resolution - Consent

RESOLUTION ACCEPTING CONTRIBUTIONS TO SPECIAL TRUST FUNDS

RESOLVED, that the Town Council hereby accepts contributions to the Town as follows:

Mystic Photography Group - \$25.00 - Library Miscellaneous

Lee Vincent - \$50.00 - Social Services Discretionary

Anonymous - \$31.00 - Social Services Discretionary

Groton Utilities - \$1,428.04 - Groton Utilities Energy Assistance Program

Robert and Phyllis Boggs - \$12.60 - Groton Utilities Energy Assistance Program

Cheryl and David Burnett - \$50.00 - Groton Utilities Energy Assistance Program

Felipe and Irene Castro - \$10.00 - Groton Utilities Energy Assistance Program

Merrill and Jody Katz - \$10.00 - Groton Utilities Energy Assistance Program
 Ardeth Mortensen - \$200.00 - Groton Utilities Energy Assistance Program
 Anne-Marie Quagliaroli - \$20.00 - Groton Utilities Energy Assistance Program
 Barbara Weeman - \$10.00 - Groton Utilities Energy Assistance Program
 Groton Public Library Circle of Friends - \$1,000 - Library Miscellaneous

c. Deletions from the Town Council Referral List

2014-0238	Downtown Mystic Merchants Association Banner Program Funding Request	Referral
2014-0328	LEARN Lease of Fitch Middle School - Update	Referral
2014-0346	Connecticut Open Space and Watershed Land Acquisition Program Funding	Referral
2015-0067	Distracted Driving Grant	Referral
2015-0068	Department of Education Youth and Family Services Funding	Referral
2015-0069	Department of Education Youth Services Enhancement Grant	Referral
2015-0071	Municipal Energy Policy	Referral
2015-0078	Job Description for Economic and Community Development Manager	Referral
2015-0079	Job Description for Sustainability Program Project Manager	Referral
2015-0080	Job Description for Grant Writer	Referral
2015-0088	Contingency Transfer for Activites Associated with the Procurement of the USS Groton Sail	Referral

VII. COMMUNICATIONS & REPORTS (Other than Committee Reports)

- a. Town Councilors
- b. Clerk of the Representative Town Meeting
- c. Clerk of the Council
- d. Town Manager

VIII. COMMITTEE REPORTS

- a. Community Relations - Chairman de la Cruz
- b. Finance - Chairman Frink
- c. Personnel & Appointments - Chairman Flax
- d. Rules - Chairman Frink
- e. Public Safety - Chairman Moravsik
- f. Committee of the Whole - Mayor Schmidt

IX. NEW BUSINESS

2015-0067	Distracted Driving Grant	Referral
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RESOLUTION AUTHORIZING A CONNECTICUT DEPARTMENT OF TRANSPORTATION
 DIVISION OF HIGHWAY SAFETY DISTRACTED DRIVING - HIGH VISIBILITY

ENFORCEMENT GRANT

WHEREAS, the Groton Town Police Department plans to utilize the Connecticut Department of Transportation's Division of Highway Safety Distracted Driving - High Visibility Enforcement grant funding to support enforcement operations that go beyond normal police patrols, and

WHEREAS, the grant provides for a concerted effort to enforce distracted driving laws and consists of checkpoints as well as vehicular detection patrols, and

WHEREAS, the goal of the grant is to increase law enforcement presence above and beyond normal police patrols in order to address the increased incidence of distracted driving during the grant period, which runs April 1 through 30 and August 3 through 16, 2015, now therefore be it

RESOLVED, that Town Manager Mark R. Oefinger may apply for the Connecticut Department of Transportation's Division of Highway Safety Distracted Driving - High Visibility Enforcement grant with an anticipated total state grant amount of \$25,600 including the Police Department match in the amount of \$6,400 (25%) as required under the grant provisions.

Legislative History

3/11/2015	Mayor	Referred	Town Council Finance Commi
3/17/2015	Town Council Finance Committee (2014)	Recommended for a Resolution	

2015-0068 Department of Education Youth and Family Services Funding Referral

RESOLUTION AUTHORIZING THE TOWN MANAGER TO APPLY TO THE STATE OF CONNECTICUT DEPARTMENT OF EDUCATION FOR FYE 2016 YOUTH AND FAMILY SERVICES FUNDING

WHEREAS, crisis intervention, prevention and support programs and short-term counseling services will benefit at-risk Groton youth and their families and

WHEREAS, funding is available from the State of Connecticut Department of Education to supplant a portion of the salaries of Groton Human Services Counselors who provide intervention and prevention services for at-risk Groton youth, now therefore be it

RESOLVED, that the Town Manager, Mark R. Oefinger, or his designee, is authorized to file an application with the State of Connecticut Department of Education (DOE) for FYE 16 municipal youth services funding in an amount to be determined by the DOE and to amend contractual agreements for such funding to ensure continuation of short-term counseling, crisis intervention and prevention and support programs for Groton youth and families.

Legislative History

3/11/2015	Mayor	Referred	Town Council Finance Commi
3/17/2015	Town Council Finance Committee (2014)	Recommended for a Resolution	

2015-0069 Department of Education Youth Services Enhancement Grant Referral

RESOLUTION AUTHORIZING THE TOWN MANAGER OR HIS DESIGNEE TO APPLY TO THE STATE OF CONNECTICUT DEPARTMENT OF EDUCATION FOR FYE 2016 YOUTH SERVICE BUREAU ENHANCEMENT GRANT PROGRAM FUNDING

WHEREAS, The State of Connecticut Department of Education offers Youth Services Bureau Enhancement Grant program funding to municipally-based Connecticut youth services programs for supplies and related expenses connected with programs and activities which directly and indirectly benefit Groton youth and families in areas such as youth enrichment, outreach programs, general support and positive youth development, and

WHEREAS, Groton Human Services has demonstrated its success in providing youth enrichment, outreach programs, general support and positive youth development, now therefore be it

RESOLVED, that the Town Manager, Mark R. Oefinger, or his designee, is authorized to apply for and contract with the State of Connecticut Department of Education (DOE) for FYE 16 Youth Services Bureau Enhancement Grant program funding in an amount to be determined by the DOE.

Legislative History

3/11/2015	Mayor	Referred	Town Council Finance Commi
3/17/2015	Town Council Finance Committee (2014)	Recommended for a Resolution	

2015-0071 Municipal Energy Policy Referral

RESOLUTION ADOPTING THE TOWN OF GROTON MUNICIPAL ENERGY POLICY
 RESOLVED, that the Town Council adopts the following Municipal Energy Policy:

Town of Groton Municipal Energy Policy

The Town of Groton establishes FYE 2005 as the baseline year against which energy use reductions from all sources used for municipal purposes will be measured. This is aligned with State and Federal policy and provides a base line for the establishment of an achievable goal for future energy savings. It is the policy of the Town of Groton to:

- Meet energy conservation and efficiency goals for municipal facilities reaching a goal of a 16% reduction by FYE 2018. This goal is consistent with State of Connecticut guidelines and the Federal Energy Policy Act of 2005.
- Provide the financial and staff resources to continue and expand energy efficiency and conservation efforts to include: evaluating and tracking all sources of energy usage, obtaining grants for energy projects, and pursuing alternate energy sources.
- Use sustainable design to strive toward the goal of new and renovated buildings approaching the target of “zero net energy” use.
- Create a focal point at the Town Library to provide information for residents and businesses for cost effective energy and conservation measures.
- Have the Town Council review this policy annually to encourage continued energy efficiency and conservation efforts that remain aligned with State and Federal goals.
- Promote energy efficiency and conservation in all transportation and purchasing opportunities.

Legislative History

3/13/2015	Mayor	Referred	Town Council Committee of th
3/24/2015	Town Council Committee of the Whole	Discussed	

Rick Norris, Program Project Manager, explained that staff has been working with the Energy, Efficiency and Conservation Committee to develop a municipal energy efficiency policy. The committee has been lacking the support of the Council to take advantage of programs that are available. The last grant received was in 2011, and it takes a significant amount of staff time to administer grants. The committee is asking the Town Council for its support and approval of the policy. Councilor Frink read the proposed policy. Discussion followed on the proliferation of municipal sustainability policies across the county; adding measurable metrics to the policy; the need to develop a consolidated database on energy usage; challenges to the Town's program; accomplishments since receiving the Department of Energy grant in 2010; and 'efficiency' versus 'cost savings.'

CONTINGENCY TRANSFER TO EVALUATE FUNDRAISING OPPORTUNITIES TO
PROCURE THE USS GROTON SAIL

WHEREAS, the committee investigating the procurement of the USS Groton sail has reviewed a proposal by a consultant, Harvest Development Group, LLC, to conduct a feasibility study and fundraising campaign, and

WHEREAS, the estimated cost of the study is \$20,000, with \$10,000 due in FYE 2015 and \$10,000 due in FYE 16, and

WHEREAS, the City of Groton has indicated a willingness to share the costs equally and has committed \$5,000 in FYE 2015 to hire the consultant, and

WHEREAS, the Town Charter provides for transfers from the Contingency function during the year for unforeseen or unexpected expenditures that were not anticipated at the time the FYE 2015 budget was adopted, now therefore be it

RESOLVED, that \$5,000 be transferred from General Contingency #1074 to #10100 Executive Management-Leadership/General Support for costs associated with hiring Harvest Development Group, LLC to conduct a feasibility study and fundraising campaign for procurement of the USS Groton Sail.

Legislative History

3/24/2015	Town Council Committee of the Whole	Recommended for a Resolution
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X. OTHER BUSINESS

XI. ADJOURNMENT

TOWN OF GROTON
Job Description

Job Title: Economic and Community Development Manager
Department: Office of Planning & Development Services
Reports To: Director of Planning & Development
FLSA Status: Salaried/Exempt
Union/Pay Grade: Non-Union/Salary Level 3
Prepared By: HR
Prepared Date: March 2015
Approved By: Town Council
Approved Date:

CLASSIFICATION OVERVIEW

The position performs work under the direct supervision of the Director of Planning and Development Services or his/her designee in accordance with prevailing policies, rules and regulations, laws, codes, and ordinances. This position is responsible for coordinating and implementing projects and programs that support workforce housing, commercial, office, and industrial development; business attraction; business retention; development of public facilities and infrastructure; small business development initiatives; and other economic and community development, redevelopment, or capital improvement programs or projects. It also coordinates the day-to-day operations related to division activities, including but not limited to business recruitment, retention and expansion efforts, as well as general marketing and media communications for the Town's economic and community development program. The focus of the work is on development and implementation of economic development programs and projects which produce new public and private investment, expand employment, housing opportunities, increase tax revenue, and improve the economic environment in the Town of Groton. The Economic and Community Development Manager provides day-to-day supervision to the division staff, assigning work as necessary.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions or duties listed below are the primary functions and duties of the classification. There may be other types of work that may be performed and the omission of a particular duty or function does not exclude that duty or function from the classification provided the duty or function is similar in work, related to the work or logically assigned to the classification.

Duties to be performed will include but not be limited to: creation of measurable metrics by which to analyze the present economic environment in the Town of Groton and the regional economy; identify the current challenges and barriers to economic growth; coordination with Federal and State agencies; regulatory reform; streamlined development review process; implementation of the Plan of Conservation and Development as it relates to economic development; identification and development of growth center(s); identification of methods to expedite permitting; grants for infrastructure improvements to facilitate growth in identified development or growth centers; revitalization of the commercial corridors and historic villages; the coordination of development activities around the City of Groton and the Navy base; and working in conjunction with members of the public, business owners, the chambers of commerce and other business associations to expand economic opportunities for the town, city, and state; staff the Town Economic Development Commission.

Performs professional economic development and planning work in connection with community and suburban and urban planning principals. Responsible for marketing the Town of Groton, creating public relations promotional material, and outreach to prospective developers and business owners. Familiar with zoning and commercial development plan review. Conducts studies and analysis relating to a full range of professional planning work, including economic development analysis, ordinance and land use regulation writing, and a strong emphasis on regulatory reform to promote economic development opportunities. Prepares grant applications and is responsible for grant administration and grant management. Familiarity with community development, housing trends, and CDBG programs. Understands and can explain relationships between housing availability, business location, and employment opportunities.

Works with local community organizations, educational institutions, and governmental agencies to support entrepreneurship and new business incubation and growth. Conducts site analysis and prepares information packets; works with developers, commercial realtors, and landowners researching properties and businesses, and facilitating prospect tours. Conducts business retention visits, compiles data resulting from visits, and provides a report to the Town Council (on a biannual basis) on trends, with recommendations as to programs or policies to assist in business support. Assists private developers and businesses with loan packaging and applications for financial assistance especially relating to governmental programs; identifies funding sources for programs; participates in writing and administering grants. Conducts research to identify emerging needs, trends, and services related to assigned area of offerings; compiles and analyzes data of the same. Designs and implements marketing and outreach materials to ensure public exposure to program offerings through print publication design, web site editing, social media, e-newsletters, direct mail, and other applicable mediums.

Responsible to promote and assist in the sustainable economic development of Groton through direct business assistance, regulatory analysis and reform, identification of grants, grant writing, identification and development of programs to assist in economic development, develop plans to expand key infrastructure in growth areas, and making Groton the "Place to Do Business".

Addresses various businesses, civic organizations, and Town Boards and Commissions regarding activities. Maintains and updates inventory of available office, retail, and industrial space; and makes that information available to interested parties. Represents the Town at meetings of state and regional organizations dealing with economic development issues. Builds and maintains community relationships by representing the Town as liaison for the department, reporting and/or presenting to community groups, and serving on various committees. Assists in the preparation of the departmental budget, specifically the needs for economic and community development. Liaison to boards and commissions. Attendance at night meetings is required. Regular attendance is a requirement of this position. Performs related duties as required.

Establish and maintain effective and courteous working relationships with Town officials, public officials, residents, members of the general public, other departments and agencies, co-workers and volunteers. Work cooperatively with business, government executives and representatives.

QUALIFICATIONS

The skills and knowledge required would generally be acquired with the following education and experience:

Master's Degree in Community Planning, Economic Development, Urban Planning, Architecture, Business Administration, Public Policy, or equivalent field with major course work in urban planning, economic development, real estate development, finance or a related field and at least 5 years experience in private sector or municipal government is required.

Must possess the following substantive skills and knowledge:

Ability to organize economic development, financial, housing and planning research, draw logical inferences and summarize results. Considerable knowledge of community planning and development; and marketing and public outreach principles. Considerable knowledge of public administration/public relations principles and practices; and applicable federal, state, and local laws, codes, ordinances, statutes, rules, and regulations. Strong knowledge of all types of business sectors. Considerable ability to perform Grant contract administration, prepare a variety of reports, compile and analyze data, monitor budgets, coordinate program activities, conduct outreach activities, and develop/design marketing materials.

Knowledge of municipal, state and federal statutes, ordinances, regulations and codes related to economic development, municipal land use planning and development. Considerable ability to exercise discretion in handling confidential information. Considerable ability to prioritize, organize, and perform work independently; to make decisions and act quickly; to adjust quickly to changing priorities in a sometimes stressful environment. Considerable ability to effectively communicate orally and in writing; to give oral and written instructions in a precise, understandable manner, as well as to follow oral and written instructions. Considerable ability to write concisely, to express thoughts clearly, and to develop ideas in a logical order is required. Information provided orally must be accurately recorded. Considerable ability to administer departmental activities and supervise the work of staff and consultants. Must have strong professional social and interpersonal communication skills. Thorough knowledge of business English, grammar, and punctuation.

Desirable computer skills include: web design utilizing FrontPage and/or InDesign, GIS, Community Analyst, Adobe Design Suite, Microsoft Office 2007 with particular emphasis on Access, Excel, Outlook, Power Point, and Word. The individual will be familiar with the operation of standard office equipment such as computer (PC), copy machine, printers, and fax machine.

Criminal background, drug testing and driving record check required prior to employment.

CERTIFICATES, LICENSES, REGISTRATIONS

Certified Economic and Community Development (CECD), or formal training through Economic Development Institute (EDI), desired. Certification from American Institute of Certified Planners (AICP) is desirable. Must possess and maintain a valid Motor Vehicle Operator's license.

PHYSICAL DEMANDS

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job the employee is regularly required to: talk and hear. The employee is frequently required to stand, walk, sit, use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch or

crawl. The employee must frequently lift and /or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. The employee must be able to hear normal sounds with the presence of background noise, as in hearing using a telephone. The employee is occasionally required to attend off-site meetings.

The noise level in the work environment is usually quiet while in the office and quiet to extremely loud depending on the task or equipment being used in the field.

Employee must be free from mental and physical disorders which would interfere with performance duties as described, and have the mental capacity to handle stressful situations.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and functions of this job.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. Most job requirements are performed indoors, in an office, kitchen or meeting room environment. The noise level in the work environment is usually moderate. The employee with regularly operate typical business equipment, including computer hardware.

ACCOMMODATIONS:

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

Job Description

Job Title: Sustainability Program Project Manager
Department: Public Works
Reports To: Director of Public Works
FLSA Status: Salaried/Exempt
Union/Pay Grade: Non-Union/Salary Level 4
Prepared By: HR
Prepared Date: March 2015
Approved By: Town Council
Approved Date:

CLASSIFICATION OVERVIEW

This position is responsible for the development and implementation of a Sustainability Action Plan for the Town of Groton. This comprehensive plan will serve as a framework for a coherent set of strategies, policies and programs dedicated to reducing the carbon footprint of governmental agencies and the Town as a whole. Key benefits of this work will include positive environmental impact, municipal cost savings and reduced energy consumption.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions or duties listed below are the primary functions and duties of the classification. There may be other types of work that may be performed and the omission of a particular duty or function does not exclude that duty or function from the classification provided the duty or function is similar in work, related to the work or logically assigned to the classification.

- Develop a program to reduce energy use and costs for Town
- Develop a Sustainability Action Plan (SAP) – a comprehensive set of strategies to reduce municipal carbon footprint
- Develop a system to track progress in implementing the Sustainability Action Plan, including a set of indicators, baselines and targets
- Engage departments in implementing the SAP
- Increase Groton's visibility as a leader in the field of sustainability
- Ensure connection to sustainability in all aspects of municipal operations
- Research and analyze best or promising practices
- Provide leadership with a broad and diverse set of stakeholders to address adaptive challenges to sustainability in Groton
- Ensure measurement and accountability
- Target and secure funds and financing to support Sustainability efforts.
- Support conservation and renewable development efforts securing funding for projects and data system development
- Oversee the monitoring of municipal energy use and report regularly on success in meeting established targets
- Provide oversight for grant funding
- Measure progress towards and support the implementation of applicable town, and state laws
- Develop communication and outreach plans to engage stakeholders

Monitor and influence philanthropic, federal, state and local opportunities to advance, support and fund the Sustainability Action Plan

Provide technical assistance to departments in development of resource conservation plans and projects including identifying technical resources, financial assistance, and partnerships

Pursue grants and other funding, recognition/awards, where appropriate to facilitate meeting energy use targets

Coordinate and supervise the work of professional contractors, relevant personnel and support services

Prepare regular progress reports for the public and government officials.

QUALIFICATIONS

The skills and knowledge required would generally be acquired with the following education and experience:

Bachelor's Degree in Planning, Environmental Science, Sustainable Business, Engineering, Public Administration or related curriculum and a minimum of eight (8) years' experience. Some experience with municipal facilities preferred. A combination of education and experience that clearly demonstrates the ability to perform the duties and responsibilities of this position may be considered in lieu of stated education and experience requirements. Some supervisory experience preferred.

Must possess the following substantive skills and knowledge:

Demonstrated ability to lead work groups, facilitate meetings, and manage complex projects and partnerships

Advanced knowledge of policy analysis, environmental planning, and project management

Excellent, highly effective communication skills, including experience producing reports

Ability to engage effectively with a broad range of stakeholders such as private and public sector officials, and philanthropic communities

Experience in developing and implementing a Sustainability Action Plan (or a Climate Action Plan) with measurable results is preferred

Expertise in energy related public finance and incentives, particularly state, federal resources

Experience in reducing municipal energy use and expenditures is preferred

Substantial experience/understanding of energy efficiency, renewable energy and environmental practices in the built environment, particularly in urban settings is preferred.

Requires strong verbal, written and presentation skills in order to effectively present information to management, elected officials, the public and appointed members of Boards and Commissions.

Requires the ability to read, analyze and interpret complex contractual, financial and grant documents.

Ability to respond effectively to problems and complaints. Proficiency with computer software applications for project management, as well as Microsoft Word and Excel is essential.

Considerable interpersonal skills to establish and maintain effective and courteous working relationships with Town and public officials, Town departments and agencies, co-workers and volunteers, and with businesses, residents, and members of the general public, and to respond to inquiries and/or complaints from the same.

Criminal background, drug testing and driving record required prior to employment.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess and maintain a valid Motor Vehicle Operator's license.

PHYSICAL DEMANDS

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job the employee is regularly required to: talk and hear. The employee is frequently required to stand, walk, sit, use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch or crawl. The employee must frequently lift and /or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. The employee must be able to hear normal sounds with the presence of background noise, as in hearing using a telephone. The employee is occasionally required to attend off-site meetings.

The noise level in the work environment is usually quiet while in the office and quiet to extremely loud depending on the task or equipment being used in the field.

Employee must be free from mental and physical disorders which would interfere with performance duties as described, and have the mental capacity to handle stressful situations.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and functions of this job.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. Most job requirements are performed indoors, in an office or meeting room environment. The noise level in the work environment is usually moderate. The employee with regularly operate typical business equipment, including computer hardware.

ACCOMMODATIONS:

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

TOWN OF GROTON Job Description

Job Title: Grant Writer
Department: Public Works
Reports To: Sustainability Manager
FLSA Status: Salaried/Exempt
Union/Pay Grade: Non-Union/Salaried Level 7 (40 hours)
Prepared By: Human Resources
Prepared Date: March 2015
Approved By: Town Council
Approved Date:

CLASSIFICATION OVERVIEW

Under the general direction of the Sustainability Manager, facilitates research, development, review, and editing of grant proposals primarily related to sustainability for town initiatives; conducts basic research for potential funding sources and maintains databases; supports Sustainability Program Project Manager in developing and submitting proposals.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions or duties described below are the primary functions and duties of the classification. There may be other types of work that may be performed and the omission of a particular duty or function does not exclude that duty or function from the classification provided the duty or function is similar in work, related to the work or logically assigned to the classification.

Facilitates, reviews, and edits grant proposals; conducts library and electronic research; compiles data; inputs and retrieves data via computer. Conducts research on potential funding sources; maintains contact with external agencies.

Works closely with staff in developing and transforming ideas into grant proposals; interacts with constituencies involved in grant-funding activities.

Maintains comprehensive knowledge of particular areas involved in identifying and soliciting grants; may collaborate with various internal departments.

May coordinate project activities; prepares and processes letters and correspondence, presentation materials, and manuscripts; maintains funding opportunity databases, activity tracking system, and related confidential files.

Complies with all grant reporting as required.

Performs other duties as assigned.

QUALIFICATIONS

The skills and knowledge required would generally be acquired with the following education and experience:

Bachelor's degree in Public Administration, English, Business Administration, Urban Planning or some closely related field and three (3) years of increasingly responsible experience in the administration of grants, sustainability, a community development or related program, or any equivalent combination of experience and training.

Must possess the following substantive skills and knowledge:

Knowledge of federal and state grant guidelines

Writing and research skills

Successful grant writing experience

Written and verbal communication skills

Ability to listen and develop information into grant proposals

Ability to codify ideas into coherently written text

Ability to work collaboratively with faculty in various disciplines

Ability to operate personal computer, with various software programs

Must possess the following communication and interpersonal skills:

Ability to maintain confidentiality

Ability to work independently and manage time effectively

Ability to pay attention to detail and maintain accurate records

Considerable interpersonal skills to establish and maintain effective and courteous working relationships with Town and public officials, Town departments and agencies, co-workers and volunteers, and with businesses, residents, and members of the general public, and to respond to inquiries and/or complaints from the same.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess and maintain a valid Motor Vehicle Operator's license

Criminal background, drug testing and driving record checks required prior to employment

PHYSICAL DEMANDS

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job the employee is regularly required to: talk and hear. The employee is frequently required to stand, walk, sit, use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch or crawl. The employee must frequently lift and /or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. The employee must be able to hear normal sounds with the presence of background noise, as in hearing using a telephone. The employee may occasionally be required to attend off-site meetings.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and functions of this job.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. Most job requirements are performed indoors, in an office or meeting room environment. The noise level in the work environment is usually moderate. The employee will regularly operate typical business equipment, including computer hardware.

ACCOMMODATIONS

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