

## **NOTICE TO LOCAL #1300 EMPLOYEES**

### **SUBJECT: NEW JOB**

Pursuant to Article VII, Section 2 and 3 of the 2002-2006 Collective Bargaining Agreement between Public Service Employees Local #1300 and the City of Wilkes-Barre, job openings are to be filled through a bidding process.

The City has a new job. Consequently, applications for the position of **GRANT COORDINATOR**, Department of Finance, Office of Financial Services will be accepted in the Bureau of Human Resources from January 16, 2006 through January 20, 2006. Applicants who wish to be considered for this position shall submit a standard application and/or resume to Christine M. Jensen, SPHR, Human Resources Director and shall attach thereto any other data that would be helpful in determining their qualifications.

Pertinent information for this position is as follows:

- 1. RATE OF COMPENSATION:**
  - a. The 2006 salary for this position is \$47,000.00 for current bargaining unit members. Newly hired bargaining unit members are also subject to the probationary pay scale outlined in Article XI, Section 3 of the Collective Bargaining Agreement between the City of Wilkes-Barre and Local #1300.
  
- 2. HOURS OF WORK:**
  - a. 9:00 a.m. to 4:30 p.m.; one (1) hour paid lunch period.
  
- 3. DUTIES:**
  - a. Develop and submit in a timely manner grant proposals for all City Departments.
  - b. Research the availability of grants for all City Departments.
  - c. Completion of all aspects related to all City grants including bidding and contract regulations.
  - d. Work with other City employees in developing the grant proposals.
  - e. Develop strategies for promoting economic development in areas of the City designated as eligible to receive special funding and incentives as part of local, state, and federal programs.
  - f. Track payment and reimbursements for grant program funds.
  - g. File quarterly, yearly, and all other required reports for grants.
  - h. Work in conjunction with the City's Weed and Seed Coordinator to further the efforts of that Program.
  - i. Maintain confidentiality of all materials/information.
  - j. Other related duties as assigned.

**4. QUALIFICATIONS:**

- a. Ability to locate funding for urban economic revitalization and improvement programs.
- b. Ability to understand funding source rules, regulations, and guidelines in the application and administration of commercial, industrial, and area improvement projects.
- c. Ability to understand and work within the City, State, and Federal regulations as they pertain to the administration of all grant funded projects.
- d. Experience researching the availability of grants and in writing successful grant proposals.
- e. Ability to establish and maintain effective working relationships with associates, governmental agencies, civic, community, and business groups and the general public.
- f. Experience analyzing complex problems and reaching sound conclusions.
- g. Excellent organizational skills.
- h. Experience using personal computer including Microsoft EXCEL, PowerPoint, and WORD.
- i. Ability to work efficiently and courteously with the public.
- j. Ability to present ideas effectively, both orally and in writing.
- k. Ability to effectively perform research on the internet.
- l. Ability to complete projects in a timely manner.
- m. Bachelors Degree in Economics, Accounting, Finance or a related field or a combination of applicable experience and college education.
- n. A minimum of three (3) years of comparable experience in management, administration, or a related field.
- o. Ability to maintain confidentiality with all information.
- p. Ability to work with minimal supervision.
- q. Ability to physically perform the duties listed above.

**5. PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:**

- a. Sedentary position which requires occasional standing, climbing, walking, bending, and stooping.
- b. Position requires work within an office environment with little exposure to the outside elements.

**6. OTHER**

- a. Wilkes-Barre City residency required throughout duration of employment. Successful applicant may take up to six (6) months to establish residency within the corporate boundaries of the City of Wilkes-Barre.
- b. Continued funding of this position is dependent on funding from the Federal Government of the Community Development Program.

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Christine M. Jensen, SPHR  
Director of Human Resources  
January 13, 2006

**INDIVIDUALS OTHER THAN MEMBERS OF PUBLIC SERVICE EMPLOYEES LOCAL #1300 MAY APPLY FOR THIS POSITION BUT THEY ARE NOT COVERED BY ARTICLE VII OF THE AFOREMENTIONED COLLECTIVE BARGAINING AGREEMENT.**

**THE CITY OF WILKES-BARRE ASSURES THAT EMPLOYEES AND APPLICANTS FOR EMPLOYMENT ARE NOT DISCRIMINATED AGAINST BECAUSE OF RACE, AGE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, DISABILITY OR FAMILY STATUS.**

**THE CITY OF WILKES-BARRE IS AN EQUAL EMPLOYMENT/ AFFIRMATIVE ACTION EMPLOYER.**