

COMMONWEALTH OF MASSACHUSETTS

CITY OF LOWELL

In City Council

ORDINANCE

An Ordinance creating one (1) new full-time position entitled Grant Writer – Administrative Support and establishing the salary therefor in the Lowell Fire Department.

The City Council, by virtue of Massachusetts General Laws, Chapter 43, Section 105, has the authority to create and/or delete positions.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LOWELL, as follows:

The Code of Ordinances City of Lowell, Massachusetts, hereinafter called the “Code” adopted by the City Council on December 23, 2008, as amended, is hereby amended as follows:

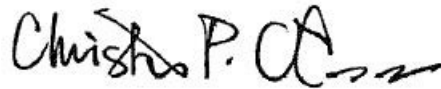
1. In accordance with Chapter 43, Section 105 Mass. General Laws, the following position and salary is created in the Lowell Regional Water and Wastewater Utilities, effective upon passage:

One (1) Full Time Grant Writer/Admin Support
(1100-DH07, 2736)
\$47,846.76 (min) to \$56,092.92 (max) yearly
(35 hours per week)

2. All provisions of the Code of the City of Lowell, as amended, which are not inconsistent with this Ordinance shall continue in effect, but all provisions of said Code inconsistent herewith are repealed.

3. This Ordinance shall take effect upon its passage in accordance with the provisions of Chapter 43 and 40A of the General Laws of the Commonwealth of Massachusetts.

APPROVED AS TO FORM:



Christine P. O'Connor
City Solicitor

CITY OF LOWELL
Job Description
Please Post: July 1, 2021
Deadline: OPEN UNTIL FILLED
Lowell Fire Department
Grant Writer – Administrative Support

Anticipated Vacancy

Job Title: *Grant Writer/ Admin Support* (1100-DH07, 2736)
Department: Lowell Fire Department
Reports To: Fire Chief, Deputy in Charge, and/or other designated personnel
Union: Non-Union/ Ordinance
Salary: \$47,846.76 (min) to \$56,092.92 (max) yearly
FLSA Status: Exempt

SUMMARY

The Grant Writer will be responsible for writing all grant applications for the Lowell Fire Department and for managing reporting/ compliance requirements for any successful grant awards. In addition, the Grant Writer will explore other funding options and develop and implement programs. This individual must be very organized and self-motivated.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Write and submit grant applications (primary responsibility);
- Write periodic reports, correspondence, and memorandum for the Fire Chief or other support staff;
- Knowledge in the use of social media platforms such as Instagram, Facebook, YouTube, Twitter and SnapChat;
- Thorough understanding of state and federal grant fiscal and programmatic requirements;
- Identify possible funding opportunities;
- Complete and submit timely reports to funding agencies as necessary;
- Write and submit programmatic reports as necessary;
- Build and maintain relationships with partnering organizations;
- Create new programs and obtain funding to implement programs;
- Research Best Practices;
- Answer phones in Fire Chief's office as needed;
- Assist with administrative projects and conduct data analysis, as needed;
- Work on special projects assigned by the Fire Chief;

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's Degree or higher in Fire Science, Business Administration or related field from an accredited College or University required.

- *Relevant experience preferred:*
- *One to three years of prior grant writing experience;*
- *Understanding of funding cycles;*
- *Ability to write grant applications;*
- *Ability to understand budget procedures, including grant modification and procurement statutes;*
- *Experience in researching topics to identify best practices;*
- *Knowledge of routine police practices and procedures;*
- *Ability to analyze data and verify information;*
- *Computer experience in the following software required: MS Word, Excel, Power Point, Publisher, Outlook and Access.*
- *Computer experience in SPSS is preferred.*

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to read and interpret documents and financial reports. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Ability to create databases and conduct statistical evaluations.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

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. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee must 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, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock (electrical outlets). The noise level in the work environment is usually moderate. The City of Lowell is a smoke and drug free employer and requires a physical with drug screen and CORI, post offer.

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*Qualified individuals should send application/resume with cover letter to the Human Relations Office, Mary Callery, HR Director Room 19 - City Hall, Lowell, MA 01852 by
Deadline ~Open Until Filled. Applicants may also send application/resume with cover letter to fax 978-446-7102 or email to cityjobs@lowellma.gov*

EOE/AA/504 Employer



Eileen M. Donoghue
City Manager

May 25, 2021

Mayor John J. Leahy
And
Members of the Lowell City Council

Dear Mayor Leahy and Members of the Lowell City Council,

Enclosed with this letter please find an Ordinance to create three new positions, the funding for which is included within the FY2022 budget plan. Each of these positions is critical to achieving the goals and objectives set forth by the City Council.

The first position is a Grant Writer in the Lowell Fire Department ('LFD'). The creation of this position came as a product of negotiation with the Fire Union during discussions regarding the plan to reduce company closings across the city. Historically, the grant writer position has been shared by Police and Fire, with a portion funded out of the LFD budget. Recent events have added increased significance on the need to seek outside funding to support not only the overtime expenses of the department to keep companies open, but also to support the technical capacity of the Fire Department to pursue other grants for gear, equipment, and fire apparatus. By creating a position whose sole purpose is to identify and pursue grant opportunities within the department, there will be a greater opportunity for outside funding, a portion of which can fund this position in future fiscal years.

The second position is a Cyber Security Administrator in the MIS department. With our recent investment in new technology, funded through the CARES Act, and the ever-present threat of cyber-attack against city; a position whose primary duty is the protection of the online presence and assets of the city's network infrastructure is important now more than ever. Grant funding will be utilized to fund this position in FY2022 and the creation of the new position is revenue neutral.

Finally, the third proposed position is in the Wastewater Enterprise. The new position is a Utility Engineer. This position will help manage and oversee Phase 3 of the utility's capital improvement plan (CIP) which was funded by the City Council in 2019. A significant amount of capital will be invested within the next several years in the city's sewer infrastructure and this position will work with outside engineering firms to manage the city's interest as those projects enter the construction phase. The funding for this position will be provided by the Wastewater Enterprise fund and will not be paid by the tax levy.



Eileen M. Donoghue
City Manager

Despite the fiscal constraints of the budget in FY2022, each of these positions was determined to be mission critical. I have worked with my finance team to create a financing plan which minimizes the impact to the tax levy to the greatest extent possible. I am therefore recommending approval of these three positions by the City Council

Please let me know if there are any questions.

Sincerely,

Eileen M. Donoghue
City Manager

Cc: Conor Baldwin, Chief Financial Officer
Mary Callery, HR Director