

**POSITION AVAILABLE**  
**CITY OF POCOMOKE CITY & CITY OF CRISFIELD**  
**GRANT WRITER/ADMINISTRATOR**  
**CIRCUIT-RIDER STAFF PERSON**

The Cities of Pocomoke City and Crisfield are the joint beneficiaries of a grant from the State of Maryland, Department of Housing & Community Development Circuit Rider Program. The Circuit Rider program assists small municipalities with building the administrative capacity by providing funding for a staff person to assist with specific municipal functions and activities. The position is a 40-hour per week obligation, 20 hours in Pocomoke City and 20 hours in Crisfield. The Pocomoke City position will report directly to the City Manager and the Crisfield position will report directly to The Mayor. In Pocomoke City, the duties involve extensive work in grant research, application and administration in addition to other duties as assigned. In Crisfield, the duties involve public relations (website, social media, and writing press releases), as well as, administrative support for Crisfield Arts & Entertainment District and other administrative support across various departments. Bachelor's Degree and experience with both grant writing and grant administration, particularly with the State of Maryland and the Federal Government, as well as, experience with local government grants is preferred.

Please submit a letter of interest/resume to: Jeff Gleason, Human Resources Director, and P.O. Box 29, Pocomoke City, MD 21851.

**"Pocomoke City and Crisfield are Equal Opportunity Employers"**