

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

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 their 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, half in Pocomoke City and half in Crisfield. Both locations report directly to the City Manager. In Pocomoke, the duties involve extensive work in grant research, application and administration in addition to other duties as assigned. In Crisfield, duties involve a wide variety of administrative support across departments. Applicants should have a minimum of a Bachelor's Degree and extensive experience with both grant writing and grant management, particularly with the State of Maryland and the Federal Government. Experience with local government grants is preferred.

Please submit a letter of interest/resume, by Wednesday, March 11, 2020 to: Jeff Gleason, Human Resources Director, P.O. Box 29, Pocomoke City, MD 21851.

"Pocomoke City and Crisfield are Equal Opportunity Employers"