

New Bedford Port Authority

Grant Administrator

A. Function

Under the direction of the Executive Director of the New Bedford Port Authority (NBPA), the Grant Administrator will manage the daily administration, communication, research, reporting and writing of all current and future NBPA grants and grant proposals. To be successful in this role, the Grant Administrator should be proactive, meet deadlines, and communicate effectively. The Grant Administrator should be able to identify and address the needs of leadership and perform administrative tasks to ensure the New Bedford Port Authority's workflow runs smoothly. Requires excellent communication and interpersonal skills and ability to provide information and service to a wide range of internal and external contacts. Requires knowledge of NBPA policies and procedures.

B. Essential Duties and Responsibilities

1. Perform all activities to prepare and manage all NBPA grant proposals, including narrative writing, developing grant budgets and executing the application process.
2. Coordinate with NBPA staff and perform research on all projects and evaluate all budgets for grant proposals.
3. Administer all current and future grants and prepare schedule for site visits as needed
4. Prepare and maintain records of database and prepare files for all NBPA grants
5. Prepare reports to maintain track of all grant activities.
6. Evaluate all grant awards and administer all terms and conditions and ensure compliance to all grantor and NBPA standards
7. In coordination with Finance department, maintain record of all grant vendor invoices, prepare appropriate funding requests and collect balances from all grant administrators.
8. Maintain project records and prepare all modifications to resolve various application issues for grant funds.
9. Prepare appropriate reports for all funders and ensure work within deadline and ensure compliance to all contracts.
10. Coordinate with program directors and managers and prepare appropriate reports for same.
11. Collaborate with Finance department and prepare financial budget and ensure adherence to all federal and state rules.
12. Perform all federal and state audits on all grant related information and prepare all reports for all expenses.

13. Monitor and track all database and ensure work within deadline and manage work according to requirements
14. Provide wide ranges of administrative support including: keyboarding, composing and editing letters, memoranda, reports, presentations, cases. Prepares copy for publication or submission of grant proposals and/or reports.
15. Uses multiple technical applications including word processing, database management, spreadsheets, graphics and presentation software, electronic calendar, email, and other technical applications. May include web maintenance and design.
16. Researches and writes grants in coordination with NBPA staff and consultants
17. Manages and coordinates updates to the website and social media as needed
18. Regular attendance at NBPA facilities and monthly NBPA commission meetings.
19. Perform any and all similar or related tasks as directed by the Executive Director or as situation dictates.

Work is subject to unforeseen situations and emergencies. Employee may be required to work outside of normal business hours and may be contacted at any time to respond to emergency or operational situations. Employee uses judgment and ingenuity to accomplish objectives and to deal with new or unusual requirements. Employee has frequent contact with the public and government employees.

The duties listed above are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

C. Experience and Education

Bachelor's Degree is required. 2-4 years of related experience with proven grant writing and administration are required. Experience with Federal grants is highly desirable. Solid working knowledge of office processes and business policy development, and of related computer software and electronic communications tools. Proven interpersonal skills with experience providing complex administrative support in a high-profile environment with tact and diplomacy. Experience managing to a budget and with multiple deadlines required. Ability to work across teams and with a variety of projects and constituencies.

Licenses, Training and Certifications

1. Current or the ability to obtain MA Driver's License– Required
2. Proficiency in Word and Outlook, PowerPoint, Excel - Required
3. Massachusetts Certified Public Purchasing Officer (MCPPO) – Preferred

D. Salary Range

\$50,000- \$60,000, depending on qualifications.

E. Physical Requirements

Some of the employee's time may be outdoors, the employee may be exposed to outdoor weather conditions, extremes of heat and cold, moving mechanical parts, toxic chemicals and other dangerous conditions.

1. Extended periods at computer terminal, telephone, operating office machines requiring eye-hand coordination and finger dexterity.
2. Travel to other ports, exhibitions and trade shows.
3. May be required to lift, move and/or push object which weigh 50 pounds or more as well as climb, stoop, crawl and kneel for extended periods of time.

The physical demands described above are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description does not constitute an employment agreement between the NBPA and the employee and is subject to change as the needs of the employer and the requirements of the job change.

F. How to Apply

To apply, please fill out the NBPA Application for Employment and submit a comprehensive resume along with a cover letter which sets out your interest in the role and encapsulates the aspects of your experience relevant to the required duties and responsibilities. Please also include the names and contact information of three references and three writing samples/grant applications you've written.

The preferred method of application is by email to: edward.anthes-washburn@newbedford-ma.gov

Salary will be commensurate with education and experience. The position will remain open until filled. A CORI (Criminal Offender Record Investigation) review will be conducted prior to selection. The NBPA is an Equal Opportunity/Affirmative Action Employer.

Overview of the New Bedford Port Authority

The NBPA manages all City-owned waterfront property in New Bedford harbor, including Homer's, Leonard's, Steamship, Coal Pocket, and Fisherman's Wharves, as well as a 198-slip recreational marina at Pope's Island and 19 real estate assets. The NBPA also assigns moorings and enforces rules regarding use of piers, wharves, and adjacent parking areas under its jurisdiction, and issues permits for harbor events and for use of city-owned waterfront facilities.

The NBPA represents a wide array of harbor interests, and one of its primary roles is to support economic development along the waterfront. For over 60 years, the NBPA has overseen private development on the waterfront and has actively developed locations for marine industrial use. The NBPA assesses user charges and fees for vessels and businesses that use its facilities. The NBPA also leases properties, usually involving long-term arrangements. These revenues are used to operate and maintain the City's waterfront property. The NBPA receives no money from the general fund to support its operations.

NBPA Mission Statement

The New Bedford Port Authority's primary charge is to support the Port of New Bedford through the implementation of best management practices over port resources and the development of economic growth strategies. To this end, it is the goal of the New Bedford Port Authority to keep New Bedford on top as the #1 U.S. fishing port, expand existing businesses and capitalize on new opportunities that will maximize the port's potential as an economic engine to create jobs and strengthen the New Bedford economy. More information about the NBPA is available at <http://www.portofnewbedford.org>.



New Bedford Port Authority

52 Fisherman's Wharf
New Bedford, MA 02740
508-961-3000
508-984-2640 fax

For Office Use Only

Initials _____ Mail Office

APPLICATION FOR EMPLOYMENT

INSTRUCTIONS: You must complete this application to be considered for employment. If you need more space, attach a separate sheet. If information does not apply, indicate N/A. **DO NOT LEAVE BLANK SPACES.**

Position applying for: _____ Today's Date: _____

Name: _____
Last First Middle

Address: _____
Number Street City/Town State Zip Code

Years Lived at Current Address: _____ Home Telephone #: _____ Cell #: _____

E-Mail Address: _____ Last 4 Digits Social Security No. xxx-xx-_____

Can you furnish proof you are eligible to work in the U.S.? Yes No

Do you have a valid driver's license? Yes No Driver's License #: _____

Do you have a valid commercial driver's license? Yes No Class A Class B

Have you ever been employed with:

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

IF YES, WHAT YEAR(S)?:

The City of New Bedford _____

New Bedford Public Schools _____

Greater New Bedford VOKE _____

Greater New Bedford Refuse District _____

SRTA (Administrative Position) _____

Reason for leaving: _____

EDUCATION: Please list high school, college, post grad and additional relevant training or studies.

School Name	Location	# of Years Attended	Degree Received	Major

MILITARY HISTORY:

Are you a veteran of the U.S. Armed Forces? Yes No

Branch: _____ Dates of Service: From _____ To _____

Rank at discharge: _____ Discharge status: _____

Present Military status: _____

EMPLOYMENT HISTORY: List names of employers with present employer listed first. Account for all periods of time including military service and any periods of unemployment. If self-employed, please give firm name and supply business references.

NAME OF EMPLOYER:	JOB TITLE AND DUTIES:
ADDRESS:	EMPLOYMENT DATES: FROM: _____ TO: _____
CITY, STATE, ZIP CODE:	REASON FOR LEAVING:
TELEPHONE #:	IMMEDIATE SUPERVISOR:
NAME OF EMPLOYER:	JOB TITLE AND DUTIES:
ADDRESS:	EMPLOYMENT DATES: FROM: _____ TO: _____
CITY, STATE, ZIP CODE:	REASON FOR LEAVING:
TELEPHONE #:	IMMEDIATE SUPERVISOR:
NAME OF EMPLOYER:	JOB TITLE AND DUTIES:
ADDRESS:	EMPLOYMENT DATES: FROM _____ TO: _____
CITY, STATE, ZIP CODE:	REASON FOR LEAVING:
TELEPHONE #:	IMMEDIATE SUPERVISOR:
NAME OF EMPLOYER:	JOB TITLE AND DUTIES:
ADDRESS:	EMPLOYMENT DATES: FROM: _____ TO: _____
CITY, STATE, ZIP CODE:	REASON FOR LEAVING:
TELEPHONE #:	IMMEDIATE SUPERVISOR:

Can we contact your present and former employers? Yes No

If no, please give reason why: _____

Have you worked under any other name? Yes No

If yes, give names: _____

SPECIAL TRAINING & SKILLS:

What skills, special licenses or additional training do you have that are related to the job for which you are applying?

What machines or equipment can you operate that are related to the job for which you are applying? _____

What computer programs are you familiar with? _____

ADDITIONAL COMMENTS & WORK EXPERIENCE SHEET:

REFERENCES: Provide the names of two responsible persons whom you have known well for a long period of time. Do not submit names of relatives.

Name: _____					Years Known: _____				
Address: _____		_____		_____		_____		_____	
Number		Street		City/Town		State		Zip Code	
Home Telephone #: _____					Cell #: _____				
Occupation: _____									
Email Address: _____									

Name: _____					Years Known: _____				
Address: _____		_____		_____		_____		_____	
Number		Street		City/Town		State		Zip Code	
Home Telephone #: _____					Cell #: _____				
Occupation: _____									
Email Address: _____									

AGREEMENT

The New Bedford Port Authority does not discriminate in hiring or employment on the basis of age, sex, color, race, creed, national origin, ancestry, veteran status, sexual orientation, religion, marital status, political belief or due to a disability that does not prohibit performance of essential job functions. No question on this application is intended to secure information to be used for such discrimination.

The information provided in this application for employment is true and complete. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand that all appointments are probationary and I must demonstrate my fitness for continued employment during the probationary period. I also understand that I must be available on occasion for work outside my normal work hours as the needs of the department require. Conditional offers of employment are subject to passing a mandatory CORI (Criminal Offender Record Information) background check. Further, I may be required to take a physical examination, given by an appointed physician, which may include testing for drugs and alcohol, as required, and recognize that any offer of employment may be contingent upon the results of the examination. I understand that any employment offer by the City is conditional upon my ability to establish employment eligibility under the Immigration Reform and Control Act of 1986. I authorize investigation of all statements contained in this application and the release of any pertinent information regarding my education, past employment history and background. I understand this application will be kept on file for two years from date received or twenty years after end of employment.

DO NOT SIGN UNTIL YOU HAVE READ ABOVE STATEMENT

Date: _____ Signature: _____

It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.

The New Bedford Port Authority is an Equal Opportunity/Affirmative Action Employer

**NEW BEDFORD PORT AUTHORITY
VOLUNTARY SELF - IDENTIFICATION FORM**

The New Bedford Port Authority has an Affirmative Action Program to ensure equal employment opportunity. Applicants are considered for all positions without regard to race, color, national origin, sex or age, marital status, veteran status, or the presence of a non-job related medical condition or handicap. We are asking you to help us measure the effectiveness of this program by answering the questions below.

The information collected will be used for statistical purposes only. **THIS FORM WILL NOT REMAIN WITH YOUR APPLICATION, NOR WILL IT IN ANY WAY BAR YOU FROM EMPLOYMENT CONSIDERATION.** If you have any questions, comments, suggestions or complaints about the employment process, please contact the In-House Counsel at (508) 961-3000.

Position Applied For: _____ **Date:** _____

Sex: Male Female

Ethnic Origin (Please check the race you most *strongly* identify with):

NOTE: Ethnic origin is defined by the Federal Equal Employment Opportunity Commission as follows:

- 1. White** - (Not of Hispanic origin) - Persons having origins in any of the original peoples of Europe, North Africa, or the Middle East (includes all countries within the Arabian peninsula; excluding countries within the Indian Subcontinent).
- 2. Black** - (Not of Hispanic origin) - Persons having origins in any of the Black racial groups of Africa.
- 3. Hispanic** - Persons having origins in the original people of Spain and persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- 4. Asian or Pacific Islanders** - Persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands.
- 5. American Indian or Alaskan Native** - Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
- 6. Cape Verdean** - Persons having origins in the Cape Verde Islands.
- 7. Two or More Races** – All persons who identify with more than one of the above five races. NOTE: If you check the “Two or more races box, please check **ALL** boxes that identify your race/ethnicity.

How did you learn about the job for which you are applying? (Please limit your selection to ONE)

- | | |
|--|--|
| <input type="checkbox"/> 1. Walk-In | <input type="checkbox"/> 5. Social Media/Online Website (name) _____ |
| <input type="checkbox"/> 2. City/Port Authority Employee | <input type="checkbox"/> 6. Community Agency (name) |
| <input type="checkbox"/> 3. City/Port Authority Website | <input type="checkbox"/> 7. College/University (name) |
| <input type="checkbox"/> 4. Employment Agency | <input type="checkbox"/> 8. Other (Please indicate) _____ |

VOLUNTARY SELF – IDENTIFICATION OF DISABILITY

Why are you being asked to complete this form?

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities. To help us measure how well we are doing, we are asking you to tell us if you have or ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

How do I know if I have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such impairment or medical condition.

Examples of disabilities include, but are not limited to:

- Blindness
- Autism
- Bipolar disorder
- Post-traumatic stress disorder (PTSD)
- Deafness
- Cerebral palsy
- Major depression
- Obsessive compulsive disorder (OCD)
- Cancer
- HIV/AIDS
- Multiple sclerosis (MS)
- Impairments requiring the use of a wheelchair
- Diabetes
- Schizophrenia
- Missing limbs or partially missing limbs
- Intellectual disability (previously called mental retardation)
- Epilepsy
- Muscular dystrophy

Please check one of the boxes below:

- Yes, I have a disability (or previously had a disability)
- No, I don't have a disability
- I don't wish to answer

VOLUNTARY SELF – IDENTIFICATION OF VETERAN STATUS

Veteran status is defined as follows by the U.S. Department of Veterans Affairs. Please check all that apply.

Armed Forces Service Medal Veteran - a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12983 (61 Fed. Reg. 1209).

Disabled Veteran - (i) a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, or (ii) a person who was discharged or released from active duty because of a service-connected disability.

Recently Separated Veteran - a veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval or air service.

Other Protected Veteran – a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized. Information required to make this determination is available at: <http://www.opm.gov/veterans/html/vgmedal2.htm> or by calling (301) 306 6752 and requesting that a copy of the list be mailed to you.

Active Duty Wartime Campaign Badge Veteran – An “active duty wartime or campaign badge veteran” means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.

I am a protected veteran, but choose not to self-identify the classification to which I belong. **I am not** a protected veteran.