

## DIRECTOR OF BUSINESS DEVELOPMENT

### DESCRIPTION OF WORK:

This is a highly responsible professional and supervisory position to assist the Director of Community and Economic Development in developing and implementing programs to promote the business and economic development interests of the community. The position requires strong communication skills and the ability to work collaboratively to forge effective working relationships with other municipal departments, the business community, representatives of local utilities and state/federal agencies, neighborhood groups and members of the general public. The position reports directly to the Director of Community & Economic Development.

### **Examples of duties:**

Duties may include, but not limited to the following:

- Perform business outreach and visitations to local companies;
- Attract and recruit new businesses to the Town from inside and outside the state;
- Meet with prospective investors, developers and businesses to discuss business development opportunities within the community;
- Serve as an ombudsman, provide professional expertise and advice and assist applicants in the permitting process;
- Represent the Town at various trade shows, conferences, conventions and other events as directed;
- Work with the Director to formulate and implement marketing and business attraction strategies and community marketing campaigns;
- Provide information and make presentations to boards, commissions, civic groups, business associations and the public at large on economic development issues, programs, services and plans;
- Supervise subordinate administrative and technical personnel;
- Assume duties and responsibility in Director's absence.

### **Required Knowledge, Skills and Abilities:**

- Excellent communication and presentation skills as well as the ability to work collaboratively with others.
- Strong research and analytical skills including the ability to develop, review and analyze financial reports, development pro formas and other data upon which to exercise judgment, base conclusions and plan work.
- Knowledge of municipal land use regulations, the development process, business development resources, financing tools and incentives.

### **Minimum Qualifications:**

- Bachelor's Degree in Public/Business Administration, Urban Planning or some other related field from accredited college or university, with emphasis in economic/community development.
- Two (2) years of work experience in economic development program planning and administration or an equivalent combination of education, training and experience

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**Fairfield Fire Department**  
**Position Title: Fire Inspector**

**NATURE OF WORK:** Fulfills statutory responsibilities of Fire Inspector in Connecticut. Under the direction of the Fire Marshal and Deputy Fire Marshal, assists with public education activities and inspection program.

**ILLUSTRATIVE DUTIES:** - Responsible for those statutory duties of the Fire Marshal's office which are delegated by the Fire Marshal or Deputy Fire Marshal. - Assists in implementing a comprehensive public education program. - Assists in maintaining records and functions required under Local, State or Federal legislation, including hazardous materials, SARA or other such regulations. - Performs other functions related to the Fire Prevention Division at the discretion of the Fire Marshal and Deputy Fire Marshal.

**EDUCATION, EXPERIENCE AND TRAINING:** - Must successfully complete and maintain State Fire Marshal certification as a condition of holding this position.

**Town of Fairfield – Health Department/Public Health Nursing Department**

**Position Title:** School Nurse (Stratfield School)

**Reports to:** Nursing supervisor

**Responsibilities:**

- Provides first aid for accidents and illness.
- Counsels, develops and implements plans with pupils, parents and school personnel to eliminate, minimize or cope with health problems that interfere with optimal teaching or learning.
- Protects health and safety of school population by assessing environmental health factors and establishing plans for provision of emergency care for illness and injury.
- Evaluates the health and developmental status of pupils according to state, local, and agency policies via assessment screening.
- Maintains up-to-date, accurate health records.
- Administers medications according to State regulations, physician's orders and district health policy.
- Participates in program development for specific problems at individual schools.
- Arranges for other health services available through school or community as necessary.
- Has responsibility for instituting communicable disease control measures.
- Assists in orientation of new staff to school health program.
- Provides situational experience and supervision to university students as needed.
- Participates in the individual school's Student Assistance Team.

JM:2/20/2020

The **Director of the Bigelow Center for Senior Activities** (*Director*) will be responsible for developing, creating, maintaining and implementing the overall day-to-day management and administration of the Bigelow Center for Senior Activities, while working under the direct supervision and general guidance of the Director of the Department of Human Services. The Bigelow Center for Senior Activities has more than 5000 registered members. There are approximately 300 new members registering each year.

The *Director* will coordinate the congregate lunch program through the Older Americans Act (OAA) and administered by the Southwestern Connecticut Agency on Aging, including scheduling and reporting of data and statistics as required by the OAA. The *Director* will supervise the center's paid and volunteer staff and coordinate schedules and activities to ensure the smooth operation of the overall programs; will work closely with the Human Services Director and Social Services to plan and implement community programs geared to enhance the seniors' lifestyles; and will participate in near-term and long-term planning for services to meet the needs of the elderly; plans, organizes and implements activities, events, and programs for senior citizens. The *Director* will prepare public relations information, including social media, brochures, booklets, and news releases to publicize activities and programs. The *Director* will work closely with the various groups within the center (Members' Council, Friends of the Bigelow Center, Lifelong Learners, Garden Club) to meet the needs of the membership. As the first point of contact with new and existing members, the *Director* will assess and adjust activities to meet the changing needs of the Senior population.

The *Director* will coordinate all activities involving the maintenance and repair of the senior center and will be knowledgeable of the facility's maintenance needs and work closely with the responsible personnel to ensure that they have the ability and supplies to carry out their duties in

## RECREATION/AQUATICS COORDINATOR

Under the general direction of the Director of Parks and Recreation, develops, coordinates and manages all aspects of the aquatics division, as well as several special events and oversight of facility rentals. Position reports to the Assistant Director of Recreation. Must be able to work Holidays, weekends, and nights during rentals/special events.

Plans, organizes and implements programs and work assignments according to activities and seasonal schedule. Train and evaluate staff and maintain proper documentation and certifications, when appropriate. Participates in short and long term planning of recreational needs. Assigns work to seasonal and part time program staff. Leads various activities, programs, and special events. Reviews and evaluates recreational programs and activities and recommends changes as needed. Compiles and maintains activity records and reports. Exercises overall responsibility for a major element of the total recreation program. Manages and schedules staff for rental facilities. Leads in the evaluation of part-time and seasonal recreation staff and recommends employment, training, and development actions. Creates and compiles staff training manuals. Responsible for revenue management and handling of money for the running of numerous programs. Develop new, innovative programs and events. Evaluate and implement effective strategies for improved efficiency and methods related to programs, staff and training. Perform relate work as required

## **Part time Blight Inspector**

The part time blight/condemnation inspector will be responsible for the administration of all blight/condemnation paper work and record keeping.

The inspector will receive, compile and investigate all blight/condemnation complaints. He will then report to one of the blight officials. The inspector will attend all blight/condemnation meetings and hearings as needed.

The inspector will be responsible for all record keeping as well as sending any official reports or forms. He will be responsible for all follow up correspondence to complainants. He will be responsible for the maintenance of the Q-send system as related to blight/condemnation.

Thomas Conley

Blight enforcement officer.

## **Grant Coordinator Position**

### ***Grant Administrator Responsibilities:***

The Grant Administrator is a part time position that reports directly to the CFO.

The Grant Administrator will be responsible researching, writing and coordinating the grant application process; management of proposals, grant reporting and data management, and on-going grant coordination with various Town departments.

### ***The Grant Administrator duties will include, but are not limited to:***

- Write high-quality grant proposal narratives, applications, and supporting documents
- Responsible for researching, collecting data, and writing of each grant
- Work with department managers to compile financials and data
- Manage the proposal submission process to ensure timely submission of all required materials.
- Develops and maintains a proposal calendar,
- Coordinate and follow-ups on the progress of submitted proposals
- Develops an annual grants strategy
- Conduct prospect research to identify, cultivate and solicit new grants
- Perform other duties as assigned

### ***Experience/Qualifications:***

- A minimum of 3 years of experience in research and grant writing; municipal experience a plus
- Bachelor's Degree required
- Demonstrated ability to write successful grant proposals
- Knowledge of Federal and State Grant processes and Fairfield County foundations and corporations
- Detail-oriented, organized, deadline-driven
- Clear, precise and compelling writing skills
- Able to effectively communicate
- Motivated self-starter with the ability to work independently with purpose and accuracy in a fast-paced environment
- High proficiency in all areas of Microsoft Office to include Outlook, Word, Excel and PowerPoint

### ***Hours***

The Grant Administrator will work 19.5 hours per week Monday through Friday; possible work from home arrangement.