

## Project Manager (ARPA)

The Western Connecticut Council of Governments (WestCOG) seeks a qualified person to serve as a Project Manager, providing services to the region's 18 municipalities ("members") under the American Rescue Plan.

### Job Description

This position will help members develop projects and funding plans that comply with the American Rescue Plan Act (ARPA). This will include reviewing, understanding, interpreting, and disseminating U.S. Treasury guidance and FAQs, as well as providing relevant training and useful tools for members. It will include coordinating program initiatives and compliance with state ARPA administrators and the U.S. Treasury Department to help members determine eligible projects and account for and report the use of funds. Time may be spent answering members' queries about eligible projects and available funds, assistance with the development of concepts, projects and grant applications, submission of applications, monitoring of project and grant status, and compliance with federal and state requirements, including ensuring adherence to deadlines, appropriate documentation, and verification of project and grant milestones. Responsibilities include training/speaking engagements, linking members with similar interests, assistance services and developing model templates, policies, guidelines, and handbooks. Monthly updates are expected, and planning meetings specific to progress are anticipated. This position will report directly to the Executive Director.

### Duties and Responsibilities

Initial responsibilities will be to develop a regional stormwater infrastructure inventory which will include the following assignments:

- Outreach to members for ARPA reporting
- Develop guidance, training, FAQs, and other resources to assist members
- Assistance with all ARPA documentation and compliance
- Assistance with project development and determination of project eligibility
- Assistance with audit preparation, if necessary
- Coordination with state administrators, the U.S. Treasury, and the Office of Management and Budget, as necessary
- Monthly narrative report of all expenditures
- Final, annual report of outcomes
- Track member requests and questions in a searchable database
- Any other projects and duties as determined by the Executive Director
- Inform the Executive Director of issues raised by members
- Recommend and implement additional member service outreach programs and services to support members' ability to improve financial management processes as they relate to the American Rescue Plan.

Additional responsibilities may evolve over time and may include:

- Support of regional programs, including WestCOG's economic development division and the Western Connecticut Economic Development District (WCEDD)
- Development, management, and execution of regional projects and studies, including update to the region's Comprehensive Economic Development Strategy, as well as those associated with CARES and ARPA funding
- Technical assistance to regional and local staff
- Other tasks as assigned.

## Requirements

The ideal candidate will have:

- Excellent communication and interpersonal skills that include the ability to communicate clearly, both orally and in writing, with various municipal officials, co-workers, and partners.
- Experience working cooperatively and productively with elected officials and civil servants, with a demonstrated record of success in program/project management and delivery.
- Ability to understand, share, and act on complex, dense, and fast-changing information, including funding notices, program requirements and guidelines, applicable law and policy, and communications with partners and stakeholders.
- Ability to understand and put into practice to federal and state grant requirements as well as grant administration best practices.
- Ability to work with complex documents, including spreadsheets and financial plans.
- Embrace of the organization's mission and objectives.
- Willingness and ability to travel extensively within the region and attend evening and weekend meetings as necessary. Occasional out of state travel. Travel and direct expenses will be paid for by WestCOG or reimbursed, as appropriate, for duties performed in carrying out these responsibilities.
- A strong work ethic, characterized by personal maturity, honesty, and reliability; pride in delivering work correctly, on budget, and on deadline; and the ability to maintain a calm and professional demeanor in dealing with management, coworkers, agency partners (federal, state, and local employees), and members of the public.
- Understanding of federal, state, and local government structure, functions, and operations, including Councils of Governments.

The following is required:

- A bachelor's degree in accounting, business, or public administration or comparable area
- Five or more years of financial management or other professional fiscal operations experience including budgeting, grant writing, auditing and financial analysis
- Experience and training with Windows-based computer software, preferably Microsoft Office products. Advanced Excel training and experience required
- Possession and maintenance of a valid driver's license in good standing and access to reliable transportation.
- Legal authorization to work in the United States.

Or other education and experience as deemed equivalent by WestCOG.

### Conditions of Work

The position is expected to be full-time (35 hours per week), with options for partial remote work, although attendance at in-person meetings at various locations and times (including nights) in the region may be required.

### Application Process

Before applying, please verify that the position is still open by visiting:

<http://westcog.org/employment-opportunities/>

To apply, submit a cover letter, resume, and three professional references to:

Mr. Francis R. Pickering, Executive Director at [westcog@outlook.com](mailto:westcog@outlook.com).

Selected candidates may be asked to provide additional information or to appear for an interview.

Based on the above criteria this position offers a full-time starting salary of \$70,000 to \$100,000, depending on experience. Benefits are available.

This position will remain open until filled or closed.

WestCOG is an Equal Opportunity Employer.