

The Capitol Region Council of Governments

IIJA and Special Projects Coordinator



To apply send your
resume and cover letter
to: Cheryl Assis

cassis@crcog.org

Or

CRCOG

241 Main Street; 4th
Floor

Hartford, CT 06106

The Capitol Region Council of Governments introduces a great opportunity to serve as the organization's IIJA and Special Projects Coordinator.

The Capitol Region Council of Governments (CRCOG) is a voluntary Council of Governments formed to initiate and implement regional programs of benefit to the towns and the region. It is guided by the chief elected officials of our 38 Metro Hartford municipalities. The mayors, first selectmen, and town council chairs who make up our governing Policy Board recognize that the future of our individual members is tied to the future of our region. Accordingly, our members have collaborated for more than 50 years on a wide range of projects to benefit our towns individually and the region. CRCOG is the largest of Connecticut's nine regional planning organizations and serves as the Metropolitan Planning Organization (MPO) for the Metro Hartford area.

This position reports to the Chief Operating Officer. The incumbent exercises considerable initiative and independent judgment within an assigned area of responsibility, and work is subject to evaluation based on results obtained.

This is a **Full Time** position (35 hours/week)

Salary (FY22-23): Senior Level IIJA Coordinator: \$60,580—\$ 78,057

Principal Level IIJA Coordinator: \$64,171 – \$95,564

Salary grade will be determined based on experience

CRCOG is an Equal Opportunity Employer



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Summary of Position

CRCOG seeks a qualified professional to perform Infrastructure Investment and Jobs Act (IIJA) coordination activities that will cross CRCOG departmental lines as well as various special projects. The primary duties for the person selected for this position will be to monitor IIJA Notice of Funding Opportunities (NOFO) and to help prepare, coordinate, and administer the submission of IIJA applications and awards from CRCOG and its member municipalities. This person will also coordinate and manage CRCOG special projects as assigned by the department director.

Essential Duties and Responsibilities

Monitor IIJA NOFOs and distill NOFO information into clear criteria for CRCOG's internal evaluation processes. Solicit project and grant ideas from member municipalities as well as CRCOG staff. Work with state, municipal and other stakeholders to determine best projects and applications to submit based on NOFO information.

Spearhead and assist in writing, development and submission of grant applications for IIJA grants at the federal and state level. Coordinate with towns to create and write application descriptions and organize submission documents. Solicit appropriate support letters from stakeholders. If required, guide consultant(s) and/or towns in created additional Cost Benefit Analyses or other required documents.

With new projects, in consultation with the department director, researches topic history, current market conditions, key players, and decision-makers; develops a plan of implementation including tasks and timelines; schedules and coordinates meetings; develops summary and evaluation reports; and executes the implementation plan through pilot programs and launching of new programs.

Desirable Knowledge, Skills, and Abilities

Knowledge of: project management, contract management and budgeting; and advanced uses of word processing, spreadsheet, graphics, database and other software; principles and practices of public administration; and research methods and data analysis.

Ability to distill complex information; manage special projects and grant applications; facilitate discussions with member towns; lead various stakeholders in agreeing to and completing grant applications; communicate clearly and effectively orally and in writing; prepare clear, accurate records and report; coordinate and facilitate meetings; establish and maintain highly effective working relationships with managers, elected and appointed officials, staff, community and business leaders, the media, and others encountered in the course of work; handle multiple projects simultaneously and use good judgment in prioritizing work assignments.

Minimum Training and Experience

Senior: A Master's degree from an accredited college or university and three years of increasingly responsible experience in project management, needs analysis, or a combination of training and work experience demonstrating the knowledge and ability to perform the duties. Principal: A Master's degree from an accredited college or university and seven years of increasingly responsible experience in project management, needs analysis, vendor management or a combination of training and work experience that demonstrates the knowledge and ability to perform the duties.

Physical Demands and Working Environment

Primary Functions require sufficient physical ability and mobility to work in an office setting. This position is currently hybrid.

Contact Information

Please address your resume and a cover letter to Ms. Cheryl Assis, Director of Public Safety and Homeland Security. Electronic submissions are preferred and should be sent to cassis@crcog.org, with the subject of

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the email 'IIJA Coordinator'. Resumes should be received by May 16, 2022, but the position will remain open until filled. CRCOG is an Equal Opportunity Employer. EOE/M/H/F