

**JOB DESCRIPTION:**  
**Special Projects Coordinator Intern**

**PURPOSE OF THE POSITION**

The Special Projects Coordinator position is for the purpose of, but not limited to:

- Administering the Septage Management Program
- Coordinating the licensure of solid waste collectors
- Managing of the township's official website
- Maintaining the township's computerized mapping system (GIS)
- Researching information for various departments/projects
- Organizing events for employee functions
- Writing (collaborating on) grant applications for various departments/projects

**SKILLS, KNOWLEDGE AND ABILITIES**

- 4 year university degree with course work in Public Administration, Environmental Science, Community Planning/Development, Communications
- Ability to express ideas effectively and work independently or within a group
- Project management experience
- Grant writing and administration experience
- Experience with Desktop Publishing software (preferably Microsoft Publisher)
- Experience with Web page design software (preferably WordPress)
- Experience with word processing, database management and spreadsheet software (preferably Microsoft Office)
- Experience with electronic mail readers (preferably Microsoft Outlook) and internet navigation
- Understanding of contemporary environmental issues
- Familiarity with local government administrations
- Ability to research, analyze, and solve problems

**REQUIRED KNOWLEDGE**

Windows operating systems and computer software applications including Microsoft Office (Word, Excel, Access, PowerPoint), Microsoft FrontPage, Microsoft Publisher

**ESSENTIAL FUNCTIONS REQUIRED TO PERFORM THE POSITION:**

- Accurately complete administrative forms and reports in a timely fashion
- Adhere to all rules, regulations, and procedures necessary to maintain required licenses, certificates, and/or registrations
- Attend meetings requested by supervisor
- Carry out job functions without posing a direct threat to the health or safety to self or others
- Communicate effectively
- Exercise sound judgment in evaluating situations and in making decisions
- Maintain acceptable attendance standards
- Maintain confidentiality of information
- Request assistance when appropriate
- Understand and comply with drug use/abuse policies and procedures
- Understand and comply with personnel policies and procedures
- Understand and comply with safety policies and procedures
- Work courteously and tactfully when dealing with others
- Work in coordination with others
- Work under pressure
- Apply supervisory principles to analyze and resolve problems
- Effectively and efficiently use budgeted funds, personnel, equipment, materials, facilities, and time

- Establish and maintain effective working relationships with the public, peers, subordinates, and supervisors
- Set realistic goals
- Work as liaison between Township and consultants
- Work as liaison between Township and volunteer committee(s)

## **ESSENTIAL RESPONSIBILITIES**

### **Septage Management Program**

- Administer the Septage Management Ordinance
  - Communicate compliance issues to residents
  - Mass mailings to residents
- Maintain database using deed registration book
- Prepare and submit quarterly reports to Board of Supervisors
- Prepare and submit request for reimbursement to DEP
- Prepare educational information for newsletter

### **Official Township Website**

- **Maintain website**
  - Annually: Code Enforcement fee schedule, Parks & Recreation fee schedule, roster of boards & commissions members, legislative directory, taxes, trash collection & recycling, septage management, Sounds of Summer
  - Monthly: calendar of meetings
  - Semi-monthly: Board of Supervisors meeting minutes
  - As needed / available: current newsletter and Parks & Recreation bulletin, voting information, groundwater contamination, announcements, etc.

### **GIS Mapping**

- Maintain a supply of zoning, floodplain, Bike & Hike, 5K and septage management maps

### **Grants Management**

- Research availability of relevant grants
- Write (collaborating on) grant applications for various departments/projects
- Maintain files
- Research availability of relevant grants
- Prepare and submit status reports to issuing agencies
- Write (collaborating on) grant applications for various departments/projects
- Project management
- Write (collaborating on) grant applications for various departments/projects

### **Other**

- Collaborate on projects with various committees
- Occasionally handle front counter duties