Community and Economic Development Specialist

The Town of Johnson is currently seeking a qualified hands-on leader for a Community and Economic Development Specialist. The Community and Economic Development Specialist is a professional position with a very high degree of independence and responsibility for researching, suggesting, initiating when authorized, implementing and administrating a wide range of community and economic development activities. The Community and Economic Development Specialist is responsible for managing grants, including research, writing, and administering grants. The position will develop and oversee projects, work with municipal committees and the Town Administrator to support community and business development, foster local economic growth and improve local economic conditions within the town of Johnson, Vermont.

The position involves collaborative community focused work, including public engagement, grant management, project management and working with diverse stakeholders in collaboration with the Town Administrator and Selectboard, non-profits, municipal committee members and community residents of the Town of Johnson.

Additional Eligibility Qualifications

Prior municipal or economic development experience is preferred but we are willing to train the right individual. The applicant must have and maintain a valid Vermont Driver's License in good standing. Must be able to get to and from work on a consistent basis and meet municipal commitments for all established office hours, meetings and appointments.

The Town of Johnson is an equal opportunity employer and welcomes applicants from all backgrounds. The Town of Johnson offers a competitive wage and benefits package.

The position is part-time, budgeted up to 24 hours per week. Salary is up to $40.00 per hour based on knowledge, skills and ability. A copy of the job description is posted on the Town of Johnson website: www.townofjohnson.com

The position will remain open until filled.

Interested candidates can seek more information from and/or send a resume and cover letter to:

Town of Johnson
ATTN: John Sutherland
P.O. Boc 393
293 Lower Main West
Johnson, VT 05656
Or by email to: tojadministrator@townofjohnson.com

Job Description

Organization: **Town of Johnson, Vermont**
Position: **Community and Economic Development Specialist:**
Supervisor: **Selectboard**
Effective: **Upon Signed Date**

Summary/Objective

The Community and Economic Development Specialist is a professional position with a very high degree of independence and responsibility for researching, suggesting, initiating when authorized, implementing and administrating a wide range of community and economic development activities. The Community and Economic Development Specialist is responsible for managing grants, including research, writing, and administering grants. The position will develop and oversee projects (except if the Selectboard assigns project management to another individual or party) and working with municipal committees and the Town Administrator to support community and business development, foster local economic growth and improve local economic conditions within the town of Johnson, Vermont.

The position involves collaborative community focused work, including public engagement, grant management, project management and working with diverse stakeholders in collaboration with the Town Administrator and Selectboard, non-profits, municipal committee members and community residents of the Town of Johnson.

This position is hired by the Town of Johnson Selectboard.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Essential Functions

1. Economic Development and Planning: Assisting in identifying, implementing, developing, and monitoring projects and programs that will encourage and lead to increasing economic development and business opportunity and retention within the Town of Johnson

2. Grant Management: With Selectboard approval; Identify, apply and administer federal, state and private grants to support community and/or economic development and increase the grand list for the Town of Johnson. Coordinate all payment amounts with the town treasurer. This will include a pipeline / calendar that will track awarded grants and include receiving, invoice and payments, and reimbursements.
3. Community Engagement: With Selectboard approval, conduct community outreach, facilitate meetings with stakeholders and foster public engagement on programs, projects and activities that will encourage and strengthen community and/or economic development within the Town of Johnson. Will attend regular committee meetings assigned by the Selectboard as a staff liaison and provide constant communications back to the Selectboard.
4. Project Oversite: When assigned or directed by the Selectboard, work with Engineers, State Agencies, and private contractors to coordinate and manage projects, permit applications and compliance for various economic and community improvement projects. At the Selectboard's discretion, some projects may be managed by other individuals or parties.
5. Maintain a record of communications, workflow and project status so employee can provide timely updates to the Town Administrator, Selectboard, members of the local community and various state agencies on projects and activities they are working on.
6. Possess the ability to maintain discretion and confidentiality when handling sensitive matters.
7. This position will seek community-driven development, support local stakeholders and seek to encourage public engagement on community and economic development activities.
8. Promote opportunities for business relocation, expansion, and retention into the Town of Johnson. Coordinate with local, regional and state agencies to address the needs and challenges of the Johnson business community.
9. Work to promote the unique assets of the Town of Johnson. Including the vibrant downtown, historic sites, buildings and covered bridges, the rail trail, hiking, skiing and biking opportunities, skate park, local art community, swimming and fishing opportunities.

Necessary Knowledge, Skills, and Abilities

1. Will require excellent interpersonal skills for establishing and maintaining effective working relationships with municipal staff, Selectboard, state agencies, municipal partners, local businesses, non-profits, media and members of the public.
2. Effective team building and leadership skills, including consensus building to resolve issues and potential conflicts, negotiate agreements and gain cooperation amongst multiple interest groups to move projects forward that will improve the economic climate within the town of Johnson.
3. Must have excellent written and verbal communication skills, including public presentation skills.
4. Must have excellent computer skills and be knowledgeable in a wide variety of Microsoft products.
5. Must be creative, detail orientated, and able to work independently with minimum supervision
6. Must possess knowledge of principles and practices of economic development, marketing, real estate and alternative funding.
7. Must be able to work in-person and virtually.

Supervisory Responsibility

This position has no supervisory authority and reports directly to the Town of Johnson Selectboard. This position will also work with other municipal staff in the municipal office to aid in the completion of duties as discussed above

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities.

1. This position by its nature is designed to be a combination of outside

work, including conducting site visits and office work.

2. Occasionally works outside with varying weather conditions. Weather can vary from extreme cold to extreme heat, rain, snow, ice, flooding, etc.
3. Occasionally while visiting construction sites, personnel protective equipment including steel toe footwear, ear and eye protection and a hard hat may be required.
4. Occasionally works near moving mechanical machinery and may be exposed to loud noises.
5. The noise level in the work environment is usually low to moderate.

Position Type/Expected Hours of Work

This position is classified as non-exempt part-time. Hours are expected to be up to 24 hours per week. Standard days and hours of work are flexible but generally fall between Monday through Friday, 8:00 a.m. to 4:00 p.m. with any optional lunch break being unpaid and scheduled by the employee. However, the position requires the ability to periodically work during non-standard hours such as evening and weekend hours for meetings, and community engagement. The employee will be expected to update their point of contact at the Town of Johnson for their hours outside their regular workday.

Travel

Local travel will be required for site visits to properties within the Town of Johnson and mileage is calculated from the town office to those properties with the use of a privately owned vehicle. Mileage will be reimbursed at the current IRS mileage rate, (currently $0.725/mile as of January 1, 2026). Rate subject to change as per IRS published rates.

Additional Eligibility Qualifications

Prior municipal or economic development is preferred but we are willing to train the right individual. The applicant must have and maintain a valid Vermont Driver's License in good standing. Must be able to get to and from work on a consistent basis and meet municipal commitments for all established office hours, meetings and appointments or provide reasonable explanation for delays or cancellation, to the point of contact at the Town of Johnson.

AAP/EEO Statement

The Town provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, the Town of Johnson complies with applicable state and local laws governing nondiscrimination in employment in every location in which the town provides services and has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. The town prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of town employees to perform their job duties may result in discipline up to and including discharge.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Signatures

This job description has been approved by the Town of Johnson and is effective for use upon the date of the Town signature below.

Town of Johnson, VT

_____ **Date Effective**_____

Duly authorized agent