

**City of Buckhannon**  
**Notice of Position of Information Coordinator & Grants Researcher/Writer**

The City of Buckhannon will receive letters of interest and curriculum vitae from interested applicants to provide services as a full-time, paid employee of the City who shall serve as the information coordinator & grant researcher/writer for all City operations including the City's four Utility Boards.

Information to be provided shall include: (1) letter of interest highlighting education, experience, & professional qualifications & accomplishments; (2) professional resume; & (3) list of professional references.

Duties & Responsibilities of this position include but are not limited to the following:

(1) Trained, formally educated, & experienced in both oral & written communications, the Information Coordinator & Grants Researcher/Writer (hereinafter "Coordinator") will serve as a City point of contact with the external community & press, all as overseen & authorized by the Mayor & Director of Finance & Administration. The Coordinator will proactively engage local residents & press, to share information via press releases, newsletters, & announcements of all matters involving the City. This includes general promotion as well as notification of City activities & events via all appropriate mediums, i.e., traditional, City website, social media platforms, hard copy documents, etc. The Coordinator will be a "sharer" of information to & from the City in all forms.

(2) The Coordinator will work closely with the Mayor, City Council, Directors of Finance & Administration & public works, supervisors of Utility Boards, police & fire chiefs, Stockert Youth Center Director, & Gibson Memorial Library supervisors. The Coordinator will receive, process, & redistribute appropriate information to the general public & press. The Coordinator will be responsible for drafting well-written announcements, notices, & press releases on behalf of City officials & the City of Buckhannon in general.

(3) The Coordinator will work closely with other governmental entities & community organizations for the purposes of information gathering & sharing. These organizations include State government & other local government, Upshur County Commission, Board of Education, Region VII Planning & Development Council, Chamber of Commerce, Buckhannon-Upshur Convention & Visitors Bureau, Upshur County Development Authority, WV Strawberry Festival, Create Buckhannon, & all other community arts, recreational, educational, & sports focused organizations.

(4) The Coordinator will become adept with the City's internet website & develop a working use of the website so that appropriate information may be provided regularly & promptly to the public.

(5) The Coordinator will collaborate to draft, proof, & edit all fliers, pamphlets, brochures, & other documents intended for distribution by the City to enable consistent & professionally prepared information for the public's use.

(6) The Coordinator will oversee, research, write, or collaborate in writing & editing all municipal grant applications for all City departments & supervisors.

(7) The Coordinator regularly will prepare newsletters to City employees to inform them of City activities as well as matters related to employee benefits & other items concerning employees.

The Information Coordinator & Grant Researcher/Writer will be appointed by the Mayor & City Council & will serve at the will and pleasure of the City Council. This position is an at-will one with benefits. The annual starting salary for this position is expected to range from \$30,000-\$35,000 depending upon experience. All interested applicants will submit the requested information hand delivered to City Hall before 4:30 p.m. on Friday, October 27, or postmarked by midnight on Saturday, October 28, 2017 to:

David W. McCauley, Mayor  
City Hall, 70 East Main Street  
Buckhannon, WV 26201  
RE: Information Coordinator & Grant Researcher/Writer

The City Council will consider the above materials as submitted by applicants & then determine during a special meeting to be held on Thursday, November 2 at 6:00 p.m. those applicants who will be interviewed by the Council for the position. The City Council will meet specially thereafter to deliberate and announce the successful candidate on or about November 30 with an anticipated commencement of employment date of January 2, 2018.

Applicants are subject to a criminal identification bureau investigation, and agree to execute such release to permit such investigation. The City shall consider all application materials without regard to any applicant's race, national origin, ethnicity, gender, religion, age, handicap, familial status, sexual orientation, or any other protected class status in the appointment of this position.

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David W. McCauley, Mayor