



TOWN OF THOMASTON

Position Description

JOB TITLE:	Reporting Coordinator		
JOB CODE:		REPORTS TO:	First Selectman
DEPARTMENT:		DATE WRITTEN:	April, 2026
PREPARED BY:	R Sileo/V Carey	DATE Revised:	

POSITION SUMMARY/PURPOSE

Reporting to the First Selectman, this position is responsible for all state and federal reporting for the operations of the town. This position is responsible for finding and applying for grants to support town projects and will be assisted by the First Selectman and all relevant department heads.

ESSENTIAL FUNCTIONS

- Collects and maintains data, prepares and submits all town reports in a timely manner
- The following is a list of reports that are to be maintained by this position. This list may be revised at any time as needed.
 - MS4 for Public Works, WPCA and the Transfer Station
 - Storm Water Pollution Prevention Plan (SWPP) for Public Works, WPCA and the Transfer Station
 - Emergency Action Plans for all Dams
 - FEMA
 - WPCA
- Proactively identifies and applies for grants to support all town needs
- Identifying funding opportunities which include researching and identifying potential grants that align with the Town's mission.
- Developing and writing grant proposals and applications ensuring they meet all requirements and criteria.
- Manage grant budgets, tracking expenditures, and ensuring funds are used as described in the grant proposal. Monitoring the progress of funded project and reporting the outcomes and impact of grant-funded activities to the Board of Selectmen.
- Serve as project coordinator for town projects as assigned
- Proactively works with First Selectman and Board of Finance to develop funding plans for large projects
- Evaluate current systems and design innovated ways to improve or replace the existing systems or processes.
- Other duties as required to maintain the safe, orderly, and compliant operations of the department
- Ensure that the regulatory required separation of administrative controls are achieved

EQUIPMENT USED/ENVIRONMENT

Indoor office exposure with working knowledge of copiers, personal computer, and telephones. May have outdoor exposure.

JOB KNOWLEDGE, SKILL REQUIREMENTS, AND DESIRED ATTRIBUTES

- Strong organizational skills and ability to multi-task and prioritize
- Budget preparation and management
- Good interpersonal and communication skills
- Grant management and knowledge of federal regulations.
- General computer knowledge & proficient in Microsoft Word & Excel
- Must possess a valid Connecticut Driver's License

EDUCATION

- High school diploma or equivalent
- Associate's Degree in Environmental Studies, public or business administration preferred

EXPERIENCE

- Prior experience in similar work environment two or more years of environmental and project management experience.

Disclaimer: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required by the employee. This job description does not constitute an employment agreement or contract between the Town and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change. This job description conforms to EEO and ADA requirements.