

Grants/TownStat Division Intern Job Description

The Grants Office handles all Federal, State, Local and private grant funds that come through the Town. Currently the Town has 41 open grant contracts worth approximately \$18.5 million in allocated funding. The Grants Division manages each of these contracts; to be sure the Town complies with all federal, state and local laws and regulations. Each grant entity has its own schedule for quarterly reports, semi-annual reports, fiscal reports, MWBE (Minority and Women-owned Business Enterprise) reports, routine status reports, etc. The Grants Division also works annually with the certified external auditors to be sure that we complied with all rules and regulations for moneys received within the past fiscal year. Ever since Hurricane Sandy, all FEMA funding has been funneled through this office as well, and the Town is currently managing 34 open project worth approximately \$44-million in recovery funding.

TownStat is the Performance Measurement and Management System employed by the Town of North Hempstead. Based on Baltimore's CitiStat initiative, TownStat seeks to collect, record, analyze, and report performance data for the various Departments and sub-units across a town of 240,000+ constituents that employs 400+ full time employees, and in turn utilize that data to help managers evaluate their operations and manage them more efficiently and effectively, as well as report on progress, milestones, and activities to the general public, the media, and other stakeholders.

Overall Responsibilities: Support the Town of North Hempstead's Grants Coordinator and the Director of Governmental Research in their daily responsibilities mentioned.

Specific skills and interests being sought include:

- MS Excel proficiency
- Strong computer skills/ability to understand and use a variety of software packages and their reporting mechanisms
- Analytical Skills – ability to aggregate data, and spot and interpret trends, outliers, anomalies, etc.
- Solid interpersonal
- Data entry
- An interest in Grants and efficient Public Sector service delivery

Interested students should send a resume and cover letter to Steven Pollack, Director of Governmental Research, by e-mail to pollacks@northhempsteadny.gov.