

POSITION VACANCY

APPLICATIONS FROM *IN-HOUSE APPLICANTS* WILL BE ACCEPTED BEGINNING OCTOBER 25, 2022 THROUGH OCTOBER 31, 2022.

APPLICATIONS FROM THE GENERAL PUBLIC WILL BE ACCEPTED ON NOVEMBER 1, 2022 OR UNTIL POSITION IS FILLED.

JOB TITLE: Community Coordinator

Date Posted: October 25, 2022
Department: Commissioners
Hours: Exempt/40 hours per week
Salary Range: \$53,000 to \$56,445/annually

To perform this grant funded position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Wayne County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless the accommodation would present an undue hardship.

Incumbent serves as the *grant funded* Community Coordinator and will take on additional sub roles as the American Rescue Plan Act Authority and the Local Liaison. Also, incumbent will coordinate the activities of the Core Team and all four Pathways Teams.

DUTIES:

Supervises and directs assigned personnel, including orienting new subordinates, planning/delegating/controlling work assignments, establishing work goals, and developing and motivating personnel.

Serves as County point of contact with State Partners, including attending various meetings to present information and provide recommendations as needed. Relay relevant information between State Partners, Core Team, and Pathways Teams.

Develops long-term plans to effectively and efficiently meet project goal, including overseeing project budget and spending, communicating with various organizations, and tracking progress. Ensures project adheres to grant requirements.

Manages and organizes project personnel, including developing and training teams, coordinating activities of Core Team and Pathways teams, scheduling meetings, and developing communication plans.

Assists in development of Region's Strategic Investment Plan with projects implemented before December 31, 2026.

Maintains familiarity with a variety of topics, including attending data training meetings and American Rescue Plan Act meeting and researching eligible expenditures of Coronavirus Local Fiscal Recovery Fund. Approves potential projects based on compatibility with Coronavirus Local Fiscal Recovery Fund requirements.

Researches and pursues additional funding sources of funding for eligible projects.

Supports and directs emergency resolutions to time-sensitive issues related to Hoosier Enduring Legacy Program (HELP).

Creates and updates community dashboard to track project planning process in partnership with Purdue Center of Regional Development.

Communicates and coordinates with Indiana Arts Commission (IAC) for a period of Create Community Engagement.

Develops methods to increase community participation and communicates with community, including hosting community forms and communicating with local media.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Baccalaureate degree from an accredited university in a related field with experience which includes progressive responsibility in municipal management. Appropriate experience may be accepted in lieu of accredited degree.

Thorough knowledge of HELP goals and objectives with ability to develop long term plans, oversee implementation, and develop and coordinate several teams.

Practical knowledge of grants and grant administration with ability to meet grant requirements, including collecting data and compiling reports.

Practical knowledge of standard office procedures, basic computer skills including data processing/spreadsheet/email, as well as Department-specific software/applications, with ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of basic filing systems with ability to create and maintain accurate and complete Department files.

Working knowledge of standard English grammar, spelling, and punctuation and ability to prepare correspondence and reports.

Ability to supervise and direct assigned personnel, including orienting new subordinates, planning/delegating/controlling work assignments, establishing work goals, and developing and motivating personnel.

Ability to properly operate a vehicle and a variety of standard office equipment, including computers, calculators, printers, copiers, fax machines, and other equipment as needed.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to effectively communicate orally and in writing with co-workers, other County and State departments, local officials, members of HELP Core team and Pathway teams, State partners, and the public including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work rapidly for long periods on several tasks at a time, often under time pressure.

Ability to plan and layout assigned work projects and apply knowledge of people and locations.

Ability to prepare detailed reports, such as financial statements and activity reports.

Ability to perform arithmetic operations, such as counting, adding, subtracting, computing, and calculating.

Ability to compare or observe similarities and differences between data/people/things, perform arithmetic operations, analyze/compile/collate/evaluate data, and make data-driven decisions.

Ability to occasionally work extended hours and evenings and travel out of town for meetings, sometimes overnight.

Possession of a valid driver's license and a demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent performs a wide range of complex duties which are frequently unique in the circumstances in which they arise and are not susceptible to standard guidelines or rules. Extensive analysis of the impact of decisions is required, and incumbent must frequently interpret precedents and facts to derive new methods and approaches for addressing the problems or circumstances.

III. RESPONSIBILITY:

Incumbent's duties have a significant impact on overall departmental performance, with actions based on interpreting and recommending objectives, programs, and operations. Work assignments are generally planned in advance and unusual problems are anticipated in terms of departmental policies. Work is reviewed for appropriate supervision or direction of assigned operations, effect on Department goals/objectives, and compliance with Department policy and legal requirements.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County and State departments, local officials, members of HELP Core team and Pathway teams, State partners, and the public, for the purpose of exchanging information, rendering service, negotiating solutions, and providing instruction and mentoring.

Incumbent reports directly to the Director of Facilities.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs a majority of duties in a standard office environment, involving sitting/walking at will, sitting for long periods, driving, lifting/carrying objects weighing under 25 pounds, close/far vision, color/depth perception, hearing sounds/communication, and speaking clearly. Safety precautions must be followed at all times to avoid injury to self and others, including wearing protective clothing and equipment.

Incumbent reports directly to the Director of Facilities.

**APPLY AT: Human Resource Office
Wayne County Government
401 East Main Street,
Richmond, IN 47374**

On-Line: <https://www.co.wayne.in.us/web/jobs/index.php>

Wayne County is an Equal Opportunity Employer