

Strategic Programs Coordinator

General Definition of Work

FLSA: Exempt

Under the direction of the County Administrator, this position serves as the coordinator of various projects and administrative concepts undertaken by the Board of Supervisors and County Administrator as well as committees and commissions of the County. Performs advanced office and administrative work managing and organizing meetings, researching and gathering information, monitoring and presenting projects and programs, providing customer service and support, and representing the County as directed and needed.

General duties include planning and analysis of identified goals, website maintenance, and executive administrative support to the County Administrator, Zoning Administrator, and Planning Commission. This position works with both State and local agencies as well as the general County government. The Strategic Programs Coordinator is tasked with identifying opportunities, projects, and goals in conjunction with the County Administrator.

Essential Functions/Typical Tasks

(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Provides operational support to the County Administrator.
- Manages strategic plans, projects, and items for various County activities. Coordinates the overall project concept, goals, development, implementation plan, and project timelines. Synchronizes the roles of other staff and agencies in the process and activity.
- As directed by the County Administrator or otherwise necessary or appropriate; researches, prepares, and presents reports, documents, correspondence, presentations, etc. on various matters pertaining to County Government operations, concerns, issues, and interests.
- Provides information and analyses for decision-making.
- Builds and maintains positive community relations, researches, troubleshoots, and resolves constituent inquiries and other items presented to the County Administrator and Board of Supervisors.
- Assists the County Administrator in developing, integrating, and directing current and long-range goals for all County activities; advances the overall strategic mission of the Board of Supervisors.
- Makes presentations to elected and appointed officials, groups, and agencies.
- Acts as coordinator and staff support for various formal and ad-hoc committees and advisory boards of the Board of Supervisors.
- Acts as executive administrative support for the Planning Commission and Zoning Administrator.
- Confers with other personnel throughout the Commonwealth to discuss problems, gather information, and cooperate in regional efforts.
- Monitoring grants by providing required reporting, following timelines for completion, and overall project parameters including tracking of milestones, spending, and reimbursements.
- Develops relationships with state and federal agencies in pursuit of special funding; prepares funding and grant requests and the justification for needs to be submitted to a variety of grant programs on the Federal, State, and Local levels.
- Prepare Staff reports as may be required for submission to the Board of Supervisors, County Administrator, and Planning Commission.
- Traveling within the County may be required and Coordinator may be required to report to work outside of regular business hours for various meetings or seminars.
- This position has regular contact with members of the Board of Supervisors and Planning Commission, individually and as a formal governing body, as well as frequent contact with other local, regional, state, and federal elected and appointed officials, boards, authorities, commissions, and agencies. The position is expected to accurately and without bias represent the mission of the County Administrator and the Board of Supervisors in all official matters. The Strategic Programs Coordinator is expected to keep the County Administrator fully, promptly, and accurately informed as to contact and communications with such individuals and groups.
- Other related duties as may be required.

Knowledge, Skills, and Abilities

Knowledge of:

- General County government processes
- County-wide and State-wide agencies and services
- Methods of disseminating information and soliciting public support
- Website creation and maintenance

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

Abilities to:

- Read, analyze, and interpret professional journals, technical procedures, or governmental regulations;
- Reason and make sound judgment decisions, to understand and follow oral and written instructions, to give instructions, and to make decisions in accordance with established procedures and policies;
- Organize and establish priorities;
- Advanced verbal and written communication skills;
- Establish and maintain effective working relationships with County officials, State and Federal agencies, associates, private providers, and the general public.
- Assess needs and coordinate solutions.
- Work independently and be a motivated self-starter.
- Proficiency with data processing and database including: Microsoft Word, Excel; Power Point, Adobe PDF, and Outlook.
- Detail oriented with an ability to multi-task with a high level of accuracy.
- Strong interpersonal skills to provide excellent teamwork and establish positive working relationships.
- High level of professionalism with a positive attitude.

Education and Experience

Bachelors degree from a four-year college or university and experience within a Local Government setting.

Physical Requirements

This position is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires standing, walking and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not expected to be subject to adverse environmental conditions.

Special Requirements

Must possess a valid Driver's License.