

**HARDIN COUNTY FISCAL COURT
RESOLUTION NO. 2015-187**

BE IT RESOLVED, upon recommendation of Judge/Executive Harry L. Berry, with the concurrence of the Resources and Community Support Committee to approve the following job description name change and revision:

1. Community Development Coordinator to Community Support Coordinator

ADOPTED, by Hardin County Fiscal Court in its regular meeting on 24 November 2015.


Harry E. Berry
Hardin County Judge/Executive

ATTEST:


Debbie Donnelly
Hardin County Clerk

**Hardin County Fiscal Court
Job Description**

Community Support Coordinator

November 24, 2015

**Judge/Executive's Office
Pay Grade 15**

Job Summary

The purpose of the Community Support Coordinator is to coordinate county government community development issues with local and state agencies and organizations as required. The Community Support Coordinator will identify sources of potential grants and coordinates grant activities for the county and will handle public relations and information for Hardin County Government. Other significant responsibilities include administering and coordinating various activities within county government. This position is a member of the Judge/Executive's administrative staff.

Major Essential Duties

- Provides public relations and information for county government.
- Meets with constituent groups, businesses and agencies to address complaints and request for services.
- Works with the Judge/Executive's Office and other county departments to plan and coordinate special events and activities from time to time.
- Serves as a representative of the county on various boards, committees and commissions.
- Coordinates with county, regional, and state entities to help facilitate growth and prosperity within Hardin County
- Identifies state and federal funding sources
- Assists in preparing grant applications
- Works with County Treasurer to ensure all financial documentation and reporting is accomplished in a timely manner for grants
- Administers grant programs, and works with other staff and departments to perform special projects as needed.

Minor Essential Duties

- Assesses community needs and make recommendations
- Assists local program development and secures funding.
- Prepares grant budgets
- Maintains timeline for grant renewals
- Assists in special projects
- Attends meetings as assigned by the Judge/Executive

Supervisory Responsibility

None

Relationships

The Community Development Coordinator performs duties within the Judge/Executive's Office, under the direct supervision of the Judge/Executive.

Qualifications***Education and/or Experience***

- Graduate of an accredited high school or equivalent
- Four years of experience in public relations, grant work, community development, or related field
- Possess a knowledge of public programs and facilities
- Ability to exercise good judgment and a high level of confidentiality
- Ability to quickly adapt to new ideas, concepts and procedures
- Highly organized with excellent time management skills.

Language Skills

- Possesses the ability to read, analyze and interpret policies, procedures, professional publications, government regulations, financial reports and legal documents
- Possesses the ability to respond to sensitive inquiries or complaints from employees, regulatory agencies, business community members or the general public
- Possesses the ability to write reports, business correspondence, and policy and procedure manuals
- Possesses the ability to make effective presentations on controversial or complex topics to top management, emergency response personnel and elected officials
- Displays strong oral, written and listening skills
- Possesses the ability to write speeches, articles and publications when necessary.

Mathematical Skills

- Possesses the ability to add, subtract and divide in all units of measure, using whole numbers, common fractions and decimals
- Possesses the ability to compute ratio, percentages and the ability to draw and interpret graphs
- Possesses the ability to apply concepts of algebra and statistics as needed

Reasoning Ability

- Possesses the ability to define problems, collect data, establish facts and draw valid conclusions
- Possesses the ability to interpret an extensive variety of complex and technical information and instructions
- Possesses the ability to solve practical problems and deal with several abstract and concrete variables
- Possesses the ability to make decisions in the County's best interests

Certificates, Licenses, Registrations

- Maintain a valid Kentucky Driver’s License

Other Knowledge and/or Skills

- Ability to present a mature and professional appearance, representing county government and the Judge/Executive’s Office.
- An understanding of organizations and agencies that interact with county government and the ability to work within this type of environment.
- Ability to comprehend reports, data and information related to the formation of public policy.
- A general understanding of the structure and operation of local government, specifically county government organizations.
- Ability to work with elected and appointed officials at the local, state and federal level.
- Ability to multi-task and work independently with limited daily supervision.
- Basic computer skills, proficiency with Windows-based programs, Excel, and internet applications.
- Ability to establish and cultivate effective working relationships on behalf of the county that will reflect favorably upon the organization.
- Ability to work some evenings and to be on call during non-business hours.

Physical Demands

The physical demands described represents those required to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing job duties, the employee could reasonably be expected to:

Regularly (over 2/3)

Sit
Talk or hear
Use hands to handle, feel or type

Occasionally (under 1/3)

Stand or walk
Reach with hands and arms
Lift and/or move up to 25 pounds
Drive a vehicle

Vision requirements include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

The work environment characteristics described in preceding paragraphs represent those encountered while performing the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The noise level is usually low to moderate.

Comments

- Must display the following:
 - Positive communication
 - Objectivity
 - Willingness to solve problems
 - Commitment to serve the county's best interests
- Must adhere to the applicable provisions of the Department Rules and Regulations, the Personnel Policy Manual, the Hardin County Administrative Code, the Kentucky Revised Statutes, and any other procedures, rules, regulations, and policies set forth by appropriate authorities
- Must be neat in appearance
- Must be 21 years or older
- Must have personal integrity and remain free of felony convictions
- Must maintain confidentiality when required

Date Approved: November 24, 2015


Harry L. Berry
Hardin County Judge/Executive