

Assistant Resource Coordinator Job Description

Overview

The office of the Fayette County Resource Coordinator serves the Fayette County Commission by providing project management, comprehensive planning, grant writing, and administrative support to County boards including the Urban Renewal Authority, Planning Commission, Board of Zoning Appeals, Solid Waste Authority, Public Service Districts, and others. The Resource Coordinator acts as a liaison between these boards and the Commission, and interfaces frequently with the public.

The Assistant Resource Coordinator must successfully manage multiple project timelines and maintain positive working relationships with a wide variety of stakeholders. The position requires independent decision-making and action; problems encountered may range from routine to highly complex in nature. The Assistant Resource Coordinator is supervised by the Resource Coordinator. This is a full-time, permanent, benefits-eligible position subject to a six-month probationary period.

Primary Responsibilities

Assist with community and economic development projects for the office of Resource Coordinator.

- Assist with research, correspondence, mapping, reports, proposals, and outreach to support business development, water and wastewater infrastructure, water quality and source water protection, transportation planning, and other community and economic development projects.
- Attend monthly Urban Renewal Authority board meetings and prepare meeting minutes. As needed - attend Planning Commission and Board of Zoning Appeals meetings and prepare meeting minutes.
- Provide administrative support for the office of Resource Coordinator, including assisting with telephone and written communications and maintaining project files. Maintain and update web content.

Plan and implement projects for the Fayette County Solid Waste Authority.

- Assess litter and solid waste issues in the County. Identify, plan, and implement projects and programs related to litter control, recycling, illegal dumping, and other issues.
- Plan and implement education and outreach campaigns.
- Attend SWA board meetings. Work with SWA board to identify annual goals and provide regular progress updates. Assist with board meeting agenda development.
- Amend and update comprehensive litter and solid waste control plans as required by the West Virginia Solid Waste Management Board.

Prepare funding applications to support a wide variety of County projects.

- Identify funding sources, write proposals, and prepare grant applications for state and federal grant programs, as well as private foundations.
- Oversee Community Participation Grant program; facilitate County's role as fiscal agent for local groups. Prepare applications, grant agreements, and reimbursement forms.

- Prepare other grant applications, as needed, to support a variety of County functions, including solid waste management, community and economic development, environmental protection, infrastructure, recreation, transportation, and/or maintenance and restoration of the Courthouse and other County facilities.

Required Qualifications

- Excellent written and oral communication skills.
- Self-motivated, personable, attention to detail.
- Experience in grant writing and project management.
- Commitment to the betterment of Fayette County.
- Proficient in MS Office. Experience with GIS is a plus.
- Bachelor's degree in relevant field.
- Valid driver's license. Availability to attend some evening meetings.

Compensation

Starting salary will be commensurate with experience. Generous benefits package includes tuition allowance for employees wishing to further their education.

To apply, submit resume and cover letter to kelly.j.drey@wv.gov or PO Box 307 Fayetteville, WV 25840. Application deadline is January 30, 2015.

For more information, please contact Kelly Jo Drey, Resource Coordinator, at (304) 574-4258.

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