

Storey County Job Description**COMMUNITY RELATIONS COORDINATOR**

CLASS TITLE: Community Relations Coordinator
FLSA STATUS: Exempt
Created: November 21, 2019
Last Revised: November 25, 2019

JOB SUMMARY

Under general direction of the County Manager or his/her designee, performs a variety of professional activities including development and implementation, programs, goals, and objectives, including parks and recreation, non-profit organizations, special projects, economic development, grants administration, and media or other public relations. The Community Relations Coordinator works closely with the Emergency Management Director to fulfill County-wide emergency preparedness needs, including emergency operations drills, plans, and associated grant administration.

DISTINGUISHING CHARACTERISTICS

This is a supervisory-level position. A position at this level exercises a considerable amount of independent judgment, confidentiality and a high degree of efficiency and leadership. The position has a high degree of authority to make and implement independent decisions. An incumbent has a broad scope of responsibilities, and the consequences of error in decisions are high. The position includes proven ability to take on added responsibility, work independently, rapidly prioritize and execute multiple tasks, and meet demanding deadlines.

ESSENTIAL FUNCTIONS

Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions.

1. Assists the County Manager and liaises with other departments, federal, state, and local jurisdictions and agencies, vendors, contractors, the general public, and others to develop and implement activities, programs, goals, objectives, and policies that meet organization and community service needs, including parks and recreation, special projects and programs, economic development, grant sourcing and administration, and media and public relations.
2. Liaises and assists departments with federal, state, and private/non-profit grant applications, working plans, bid documents, project cost estimates, and timetables that facilitate timely completion of projects.
3. Liaises and assists departments with negotiating the terms and conditions of grant related contracts and prices to prevent undue costs to the County; supports the administration of contracts with consultants and contractors to ensure compliance with contracts.

4. Manages information related to programs, methods, budgets, staffing, organization, capital needs, and proposals related to community services functions; formulates and presents complex technical reports and recommendations to the County Manager, County Commission, federal, state, and local agencies, members of the public, and stakeholders.
5. Facilitates and provides for safe and livable neighborhoods and communities by: enhancing networks that sustain partnerships; providing meaningful forums for citizen participation; organizing and developing grass-roots community organization; promoting volunteerism; creating community recognition awards; hosting local events; supporting existing and new community safety efforts; taking proactive measures to prevent incidents that lead to community problems; enhancing County customer services and response time benchmarks; and prioritizing and investing time for parks and community assets as needed.
6. Reviews proposed State legislation for possible fiscal, legal, and other impacts with regard to the community services functions; provides comments and recommendations regarding the County's position on such legislative bills.
7. Develops cost estimates, budgets, and progress schedules associated with various programs and projects; provides estimates and justification for financial, staffing, facilities, and equipment requirements related to needs and available resources; controls expenditures.
8. Prepares complex reports and graphical representations; presents findings and recommendations to the County Manager, governing bodies, agencies, and the public.
9. Attends public functions; liaises with elected officials and bodies; may represent the county on a variety of boards, commissions, and committees.
10. Sources grants and other funding opportunities and proposes recommendations to the County and departments for new funding sources in accord with needs assessments, program evaluations, and County goals and objectives.
11. Researches, monitors, and coordinates fiscal compliance of departments with grants; develops, monitors, and maintains grant project tracking systems to ensure timely preparation of grant applications and implementation of grant requirements; maintains files and records related to County grant program activities; prepares financial, statistical, operational and performance reports for compliance with grant requirements.
12. Responsible for the application and funding requests on behalf of the County; manages the grant and loan award processes; manages the execution of grant and loan contracts, payments, reports, records, and related documents.
13. Develops and communicates compliance directives related to funding sources; initiates monitoring activities; conducts needs assessments, investigates and resolves operational and compliance problems to include corrective action responses to monitoring audits.
14. Acts as liaison with federal and state regulatory agencies and participates in inter-jurisdictional and non-profit organization activities to develop regional strategies related to areas of responsibility; Coordinates with other departments and organizations to plan, organize, and administer County recreation programs, including recreation and facilities improvements at Highlands, Lockwood, and Mark Twain Parks and the Lockwood

Community Garden; liaises with and provides assistance to the directors of Public Works and Tourism for uses at Miner's Park.

15. Attends and participates in project-related community activities and professional conferences and meetings dealing with community services projects or emergency management.
16. Represents the County in the court of law; testifies on matters pertaining to community services functions and other related matters.
17. Liaises and coordinates with departments and County public/media relations to communicate the vision, mission, strategies, plans, and expectations of the County; assists in coordinating and disseminating information during emergencies and critical incidents; investigates and responds to complex inquiries, statements, and complaints; directs inquiries, statements, and complaints.
18. Conducts task and needs analysis, builds curriculum and delivers training to county staff, the public, private groups, and other agencies regarding exercise/emergency procedures, various responses to natural and man-made disasters and the Incident Command System and National Incident Management System.
19. Coordinates with Emergency Management and in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP), plans, develops, and assists with tabletop, functional, and full-scale emergency response exercises; maintains and updates information and records related to emergency response exercise development; evaluates emergency response exercises and make recommendations for improved processes; may draft after-action reports to provide historical data, training, and other related information to other jurisdictions and groups
20. Under direction of the Emergency Management Director, assists in the creation and maintenance of a comprehensive, annual emergency preparedness, response and recovery exercise and training program, and all emergency response plans in accordance with federal, state and local guidance. May conduct post incident analysis to utilize lessons learned from real world emergencies or exercises.
21. Prepares, administers and manages a variety of budgets including various community services budgets, emergency management budget and/or emergency response exercise budget; calculates, monitors, and tracks emergency response exercise expenditures; researches new grant opportunities and assists with grant project management and administration.
22. During emergencies responds to call-out in emergencies, other than normal working hours, as needed. For example, may respond to and actively participate in all-hazard Incident Command Systems (ICS); may provide assistance in the integration of facilities, equipment, personnel, procedures, and communications operating within a common organization ICS structure; may assist in coordinating responses among various jurisdictions and functional agencies, both public and private; and may assist in establishing common processes for planning and managing resources in the ICS; may assist departments on their emergency management and ICS plans.

SECONDARY FUNCTIONS

The duties listed below are duties which may be performed on an occasional basis as needed during times of emergencies.

1. May serve as a public information officer.
2. May testify or lobby in the legislature.

QUALIFICATIONS:*Knowledge of:*

- Accounting, budget management, file and office management, data collection, grant administration, and report writing.
- Modern office equipment and software, including computers, word processing, spreadsheets, graphic presentation, and mapping.
- Community Services programs, policies, and operational needs; principles and practices of community services program development and administration; basic principles and practices of municipal budget preparation and administration; and principles of confidential information, file management, and record keeping.
- Management of grants and payment management systems; principles and applications of program planning and evaluation; Federal and state grant application and management processes; sound fiscal administration of grants.
- Business and management principles involved in strategic planning, resource allocation, and coordination of people and resources.
- Structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- State and federal prevailing wage regulations.
- Codes and regulations, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- Policies, procedures, and strategies to promote effective local, state, or national security and emergency management operations for the protection of people, data, property, and institutions.
- Objectives, policies and regulations pertaining to security and emergency preparedness programs for the county; elements involved in the development of emergency response plans.

Skill to:

- Identify complex problems and review related information to develop and evaluate options and implement solutions.
- Consider the relative costs and benefits of potential actions to choose the most appropriate one.

- Communicate information effectively verbally and in writing as appropriate for the needs of the audience.
- Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Write grants and research new funding sources; negotiate with financial institutions and funding sources; manage complex information through strong analytical skills and problem solving.
- Effectively administer projects and operations consistent with County policies and goals; work effectively under the pressure of deadlines, conflicting demands, and emergencies; work effectively with County staff, members of elected and appointed bodies, and members of the general public; establish and maintain effective working relationships with all levels of County employees; gain cooperation through discussion and persuasion; collect, interpret and evaluate narrative and statistical data pertaining to policy, fiscal, and County operational matters.
- Analyze policies, regulations, projects, activities, and methods; implement programs consistent with regulations and County policies and goals; understand, interpret, and apply policies and regulations; present findings, recommendations, and policies to individuals and groups in an understandable and persuasive manner; gather and analyze a variety of data and prepare appropriate reports; and communicate clearly and concisely orally and in-writing.
- Understand and assist in the implementation and creation of policies, procedures, and strategies to promote effective local operations for the safety and protection of people, data, property, and institutions.
- Independently carry out an assortment of special and ongoing projects; research, write, secure, and administer state and federal grants.
- Interpret, apply, explain, and enforce applicable local, state and federal regulations, policies, procedures, and programs; analyze problems, identify alternative solutions, project consequences of proposed actions, recommend or approve best options, and ensure implementation of approved solutions in support of goals; facilitate discussions and mediate conflicts.
- Continue education and training to remain current on latest policies and practices.

LICENSING, EDUCATION & OTHER REQUIREMENTS

1. Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:
 - a. High school diploma or equivalent; and
 - b. At least two years of professional experience in business administration, management, emergency management, grant administration or management, neighborhood services, or field related to essential functions of the position; or
 - c. Combination of experience and education.
2. Associate's Degree or higher in public administration, business, management, grant administration, planning, public relations, communications, or field related to any essential function of the position; is preferred.
3. Possess and maintain a valid Nevada Driver's License.
4. Pass a criminal background investigation.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:***Physical Requirements:***

Strength, stamina and dexterity to sit in vehicles operating on rough roads, wildland areas and off-road terrains; walk on uneven or slippery surfaces; climb ladders; walk on high roof tops; frequent walking, bending, sitting, reaching, kneeling, stooping, and standing for long periods; occasional lifting of items weighing up to 35 pounds; reaching for items above the head and below the feet; enter confined spaces and other areas; strength, dexterity, cognitive ability, coordination, and vision to use computer software and hardware for prolonged periods; dexterity and coordination to handle files and single pieces of paper; ability to communicate via telephone, computer and other telecommunications equipment. *In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.*

Working Environment: Work is typically performed under the following conditions: position functions indoors in an office environment where a portion of work is performed at a desk and on a computer, and work is performed in outdoor environments with intermittent to frequent exposure to a variety of extreme weather conditions, including heat, rain, snow, cold, wind, and dust. Indoor environment is generally clean with limited exposure to conditions such as dust, fumes, noise, or odors. Work is typically performed independently. Frequent travel by motor vehicle and use of other motorized equipment may occur. Work will include periodic contact with angry and upset individuals under stressful situations. Frequent interruptions to planned work activity by telephone calls, office visitors, and response to unplanned events.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.