

**POSITION DESCRIPTION
COORDINATOR
RENO COUNTY 2020 GROWTH COALITION, INC.**

TITLE OF THE POSITION:

Coordinator, Reno County 2020 Growth Coalition, Inc.

GENERAL STATEMENT OF THE DUTIES AND RESPONSIBILITIES FOR THIS POSITION:

Provides staff leadership and management for the Reno County 2020 Growth Coalition, Inc. (RCGC) on a full-time, long-term basis.

PERFORMANCE EVALUATION CRITERIA:

The performance of the Coordinator will be evaluated based on his/her success in three main areas:

- Regular progress toward implementation of the Reno County Blueprint for Growth
- Identifying and implementing new strategies for Reno County growth
- Promoting, coordinating, and supporting groups and activities which lead to population growth in Reno County

MANAGEMENT AND SUPERVISION:

- The Coordinator reports to the Board of Directors of RCGC.
- The Coordinator is considered to be a full time position with no other employment.
- RCGC provides an office space with all utilities, Internet, telephone service, copier, office equipment to include necessary computer, file cabinets and other related equipment for a fully functional office. In addition, RCGC provides administrative and office supplies to include postage. It will be the responsibility of the Coordinator to maintain regular office hours.
- Any travel outside Reno County and training or seminars will be approved in advance and will be paid by RCGC.

SCOPE OF SERVICES AND ACTIONS TO BE PERFORMED:

- Provide staffing and administration for the monthly RCGC meetings, community meetings, Mayors Forums, and other community groups as needed.
- Facilitate regular RCGC meetings.
- Network regularly with RCGC members, municipal and elected officials, businesses and related organizations in Reno County.
- Manage the public office of RCGC to include, but not be limited to: (1) Maintaining all files and records of RCGC, (2) the receipt and answering of all correspondence addressed to RCGC, and (3) all other functions related to managing and maintaining the RCGC office.
- Update the implementation matrix on a continuing basis to include modification and/or elimination of existing strategies and identifying new strategies as directed by RCGC.

SCOPE OF SERVICES (continued):

- Communicate effectively with RCGC members, elected officials, the media, and the public. These efforts will include maintaining and updating the RCGC website, providing a periodic newsletter, preparing press releases, and updating supporters of population growth in Reno County.
- Oversee the monitoring and benchmarking to measure the impacts of the Blueprint for Growth.
- Act as a public spokesperson for RCGC at the local and state level.
- Identify, write, and submit grant applications to cover present and future budget needs of RCGC.

QUALIFICATIONS:

- Must possess strong interpersonal communication skills and the ability to work in harmony with many related organizations and individuals in both the private and public sectors.
- Knowledge of Reno County, local and state government, businesses, related organizations and leadership in the County is highly desirable.
- This position has a Reno County residency requirement.
- Possess the coordination skills to work with many organizations and individuals in developing and implementing the objectives of the Blueprint for Growth and matrix.
- Knowledge of state and federal programs related to objectives of the Blueprint for Growth and the ability to interact in a positive manner with offices and individuals at high levels of government, business, and education.
- Experience in grant writing and administrative management of grants is a plus.
- Significant experience in professional and/or business activities in management and/or leadership positions is desired.

COMPENSATION:

- Negotiable based on qualification and experience

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