

## **COMMUNITY ADVANCEMENT MANAGER**

### **JOB DEFINITION**

A highly skilled position that is responsible for expanding and improving community service programs in the City, administer grants and serve as Executive Director of the Land Bank. Under the direct supervision of the City Manager.

### **PRINCIPLE DUTIES**

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Identify needs for the community.
- Plan and coordinate efforts to promote awareness of programs.
- Conduct research, plan and implement new initiatives for public sector growth.
- Researches and administers grants for various state and federally funded programs; compiles and submits grant applications, researches funding sources and program opportunities; monitors and ensures compliance with all requirements for awarded grants; monitors budget expenditures to track revenue and expenses.
- Collaborates with all stakeholders to ensure effective implementation of major City of Cordele initiatives; coordinates and works with other City departments to achieve desired goals and initiatives.
- Attends pertinent training, seminars, meetings, conferences, workshops, etc.
- Establishes a nonprofit partnership group.
- Serve as Executive Director for the Land Bank.
- Attends official functions, community meetings and maintains positive public relations in all contacts; promotes City initiatives to civic groups and other organizations.
- Maintains knowledge and awareness of applicable laws/regulations; reads professional literature; maintains professional affiliations.
- Maintains accurate records in an easily retrievable manner and prepares reports, both orally and in writing, from such records.
- Answers the telephone; provides information, advice and guidance; takes and relays messages and/or directs calls to appropriate personnel; returns calls as necessary.
- Work is performed with considerable independence and often exposed to confidential information; maintains confidentiality.
- Completes special assignments and other duties as assigned by the City Manager.

## **JOB QUALIFICATIONS**

- Master's degree preferred in Public Administration, Sociology, Social Work, Organizational Behavior, Strategic Planning, or two (2) to five (5) years of experience in a similar field.
- Knowledge of sound fiscal management.
- Must possess excellent oral and written communication skills, including spelling, grammar and math, with the ability to convey ideas clearly and concisely.
- Must be able to work established department hours and occasional extended hours when necessary.
- Must be able to travel out of town to attend training, seminars, meetings, workshops and conferences with the possibility of overnight or extended stays.
- Must complete a City of Cordele employment application.
- Must pass background check including employment and personal references, criminal history, MVR, job-related physical examination and pre-employment drug screen.
- Must possess, or have the ability to obtain, a valid Georgia driver's license with clean driving record.
- Must be able to manage multiple projects in an effective and efficient manner.
- Must be able to establish and maintain an effective working relationship with other employees, supervisors, and the general public

## **DESIRED CHARACTERISTICS**

- Dependable and punctual, with excellent attendance record.
- Neat and clean in appearance.
- Skilled in decision making and problem-solving ability.
- Knowledge of, or ability to easily learn, the City street system, physical layout, key buildings and adjacent areas