



GEAUGA COUNTY BOARD OF COMMISSIONERS

James W. Dvorak Timothy C. Lennon Ralph Spidalieri

12611 Ravenwood Drive • Suite #350 • Chardon, Ohio 44024

JOB POSTING #1328

To be posted Thursday, June 1, 2023 until filled

Position: Special Projects Coordinator
Department: Geauga Board of County Commissioners
Job Grade: 12E
Compensation: \$24.72/hr. Exempt from Overtime

Definition: Under general supervision of the County Administrator, coordinates activities of different programs or projects as they arise providing a critical county service; Works closely with Department Directors to address issues as they arise; Serves as liaison with relevant support and management staff requiring familiarity with the subject matter of the project; May act as a liaison between residents and local government entities to assist in navigating regulations and services; Works on matters requiring confidentiality and discretion; Performs related duties as required.

Typical Examples of Duties & Percentage of Time:

- 40-50% Coordinates activities of a program or project providing a critical county service; Conducts studies, analyzes data and makes recommendations based upon studies.
- 30-40% Acts as liaison between residents and/or governmental entities (County, Township, Village, City) and the County Commissioners: answers questions, solves problems, gives guidance regarding how to meet regulatory requirements, makes residents aware of available services and directs residents to the correct source of services.
- 20-30% Performs research as directed for projects or programs; Prepares, presents, reviews, and analyzes operational reports; Prioritizes projects effectively; Follows-up with and communicates status of projects to management; Completes projects timely;
- 10-20% Maintains project records and documentation; Prepares and maintains project folders; Compiles and enters data; Prepares timelines; Performs variety of clerical duties.

Knowledge, Skills and Abilities:

Skill in 1) basic computer operations, 2) the use of modern computer software programs, 3) the operation of related office equipment,

Ability to 4) think critically 5) learn quickly on subjects of which previously had little to no knowledge 6) deal effectively with employees, co-workers, and the general public, 7) deal with problems involving several variables in a familiar context, 8) communicate orally and in writing with others, 9) work independently and productively with minimal supervision, 10) prepare meaningful, concise and accurate reports, 11) meet deadlines, 12) prepare and maintain a variety of records.

Knowledge of 13) computers and networking, 14) public relations, 15) social media.

Knowledge (may be gained after hire) of 16) county government, 17) office practice and procedures, 17) departmental rules and regulations, 18) the functions and operations of the department to which assigned, 19) basic accounting practices;

Suggested Training and Experience Requirements:

Bachelor's degree in business administration, public administration or related field with two years of related experience; Or any combination of education and experience that provides the requisite knowledge, skills and abilities for this job.

Additional Requirements:

Must pass (test negative) pre-employment drug test.

May drive personal vehicle for county business.

Must possess valid Ohio driver's license with acceptable record.

Require vision (which may be corrected) to read small print.

Performs work which is primarily sedentary but may involve travel to and physical inspection of unimproved/developable land and construction sites.

Is subject to inside and outside environmental conditions.

Submit resume and job application to the Geauga County Commissioners, Attn: Human Resources Administrator#1328 at 12611 Ravenwood Dr. Suite 350, Chardon, OH 44024. Details and Application at:

<https://bocc.geauga.oh.gov/public-notifications/job-opportunities>