

## **Job Posting**

**October 5, 2020**

The Fayette County Commission is seeking to hire for the position of Assistant Resource Coordinator. The ideal candidate will be a highly organized career-minded professional who is skilled at written and verbal communication and is motivated to work for the betterment of Fayette County.

Under the supervision of the Fayette County Resource Coordinator, the Assistant Resource Coordinator will report to the Resource Coordinator's Office on the third Floor of the Fayette County Courthouse five days a week, unless communicated otherwise, and will be expected to adhere to social distancing guidelines.

Starting salary will be \$31,200.00 annually with full health insurance, retirement, and paid leave. Position will be subject to annual review and availability of funding.

Desired qualifications:

- Valid driver's license;
- Ability to work after normal business hours;
- B.A. from an accredited institution of higher learning;
- Prior experience working in community development or with 501c3 community-based organizations;
- Prior experience with grant development or management;
- Proficiency with the Microsoft Office suite i.e. Word, Excel, SharePoint.

Interested applicants are to send a cover letter and résumé or any inquiries to Gabriel Peña at [Gabriel.J.Pena@wv.gov](mailto:Gabriel.J.Pena@wv.gov) by **no later than October 26<sup>th</sup>**.

Applications received after that date will be rejected.

Attachment: ***Job Description, Fayette County Assistant Resource Coordinator***

*The Fayette County Commission is an equal opportunity employer. We do not discriminate based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity. **We encourage people of all backgrounds to apply.***

## **Job Description**

### **Fayette County Assistant Resource Coordinator**

40 Hours/ week salaried

- **Oversee administration of the Fayette County Farmland Protection Board (FPB):**
  - Serve as point of contact for public;
  - Post public notices and agendas for FPB Meetings;
  - Oversee FPB record retention in accordance with state guidelines;
  - And assist in compilation of a digital inventory/ database of eased properties and potential agricultural lands which may be eased.
  
- **Assist in the administration of the Fayette County Boards i.e. Solid Waste Authority, and Urban Renewal Authority:**
  - Post notices and agendas for public meetings;
  - Oversee record retention in accordance with state guidelines;
  - And work with the Resource Coordinator and the respective board of directors to advance goals as articulated in guidance documents such as:
    - Comprehensive Litter and Solid Waste Control Plan;
    - New Roots Community Farm Project Management Plan;
    - And the Fayette County Comprehensive Plan, 2011 Amendment.
  
- **Work in conjunction with the Resource Coordinator's Office and the County Administrator to develop state and federal grant proposals and, subsequently, manage awards on behalf of the Fayette County Commission.**
  - e.g.:
    - WV Courthouse Facilities Improvement Authority Grant
    - WV Records Management Preservation Board Grant
    - WV Division of Highways Transportation Alternatives Grant
    - WV Solid Waste Management Board Grant
    - State Historic Preservation Office Historic Revitalization Grant
    - WVDEP AML Pilot Program
    - WVDO Land and Water Conservation Fund Grant
    - USEPA Brownfields Grant
    - USDA Rural Business Development Grant
    - And other funding sources as necessary.