

POSITION DESCRIPTION
Muskingum County Board of DD

CLASSIFICATION TITLE:	Community Relations/Special Projects Coordinator
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EMPLOYMENT STATUS	Full-time	REPORTS TO	Superintendent
FLSA STATUS	Exempt	DEPARTMENT	Administration
WORKING HOURS	Routinely 8:30 am – 4:00 pm (Schedule may be flexible/variable)		

DISTINGUISHING JOB CHARACTERISTICS

Assists Superintendent with community and public relations, agency branding, event planning, and outreach of the agency.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans With Disabilities Act, in accordance with its requirements.

- Responsible for Board branding and all Board public relations.
- Develops and implements an annual marketing/communication plan including a comprehensive media program; prepares press releases
- Produces Public Service Announcements (PSA); prepares articles for local newspapers and other publications; completes appropriate media productions within school, adult and residential programs that is intended for dissemination to the public; responds to inquiries from the public for information; provides a procedure for and supervises filing of news clippings, slides and photographs for the Board.
- Prepares monthly calendar of activities within the program and throughout the DD system in the county to share with individuals and families, as well as the community.
- Develops ongoing relationship with the media and responds to media inquiries/requests.
- Maintains and revises agency brochures, business cards, and creates other publications (including video) as needed to promote the Developmental Disabilities in Muskingum County.
- Develops and edits newsletters; maintains newsletter mailing and emailing list and ensures distribution.
- Monitors the use of the County Board's logo to ensure brand consistency.
- Services as the Board's Ombudsman in addressing issues with the public.
- Works in conjunction with IT to maintain and update website and social media avenues as approved by the Superintendent.
- Schedules, conducts, and facilitates agency tours for community groups or individuals.
- Annually, develops and disseminates consumer, community and employee engagement surveys and provides results for strategic planning.
- May be required to develop, participate and maintain self-determinations groups in public schools and in the community working in conjunction with the Community Services staff.
- Serves as chairperson of the grant committee. Prepares, reviews, and processes grant applications for the Board, as well as sister agencies that the Board is partnering. Works in conjunction with the Business Manager to manage grant funds and develop/revise budgets and monitor account balances
- Plans, coordinates, implements and controls special projects assigned on a short and/or long term basis. Determines resources and funding required for each project and makes recommendations to the Superintendent on how to best utilize the resources.
- Represents the Board at community events as directed by the Superintendent. Acts as a liaison between the Board and other community organizations, agencies, businesses and industry. Researches and communicates problems and/or concerns of public officials and general public. Sets-up, updates, and disseminates display booth materials.
- Manages the emergency notification system for building closing, including automated calls to individuals enrolled at affected sites and staff via our website, social media and calling system. Explore new media venues and implement their use as appropriate.
- Plans/administers department budget to support the plan. Develops fundraising and promotional events.
- Oversees the crisis communication plan.
- Promotes private providers services, including DSP recruitment.

- Attends Board Meeting as required by the Superintendent.
- Maintains compliance with appropriate federal and state regulations, professional standards and Board policy including DODD regulations and standards.
- Must understand and practice professional ethics of a public employee.
- Ability to cope with stressful situations as related to individuals with developmental disabilities.
- Model at all times, appropriate social and moral behavior as a public service employee directly responsible for the service to individuals with developmental disabilities as supported by public monies and not be under the influence of alcohol or narcotic drugs.
- Knowledge of HIPAA Regulations as they relate to the County Board.
- Is a mandated reporter for all reports of abuse, neglect, and exploitation/misappropriation for all children and adults aged, blind and/or disabled. Must report all Unusual Incidents (UI) and Major Unusual Incidents (MUI) as outlined in the MUI procedures and report suspected or actual abuse/neglect instances to Supervisor and/or SSA on-call.
- Promote positive public relations with parents, advocates, community organizations, professionals, and other interested parties.
- May be required to transport individuals that we serve and/or their families.
- Will perform any and all duties as required and/or directed by the Superintendent.
- Coordinates and provides administrative support for the development and maintenance of person centered organizational culture including person centered training, mentoring person centered coaches, and acting as a liaison with private providers. Coordinates and provides administrative support for the program's efforts to recruit and support private service providers. Coordinates and provides administrative support for special projects as assigned.
- Participates in in-services sessions and attends training sessions and conferences as necessary; attends leadership and county board meetings; completes coursework through intranet training, on-line courses, and classroom instruction as assigned.
- Performs any and all other related duties as assigned or directed by the Superintendent or designee.

SCOPE OF SUPERVISION

Reports directly to the Superintendent.

EQUIPMENT OPERATED

Motor vehicle; computer; copier; fax machine; telephone; other office equipment and vehicle.

CONTACTS WITH OTHERS

Government officials; Ohio Department of DD; Ohio Department of Education; school district representatives; media outlets; contract service providers; individuals served/families/guardians; co-workers; vendors; general public

CONFIDENTIAL DATA

This position is considered to be confidential employee who shall abide by confidentiality and HIPPA regulations and shall agree to abide by all policies surrounding confidential and sensitive information. Each person entrusted in any position or aspect of employment with the County Board holds a position of trust relative to this information and shall recognize the responsibilities entrusted to them in preserving the security and confidentiality of this information.

WORKING CONDITIONS

Typical office working conditions. The employee is occasionally exposed to dirt, dust, debris, smells, fumes and outdoor environments. Possible exposure to blood borne pathogens, body fluids, communicable diseases and aggressive behavior.

USUAL PHYSICAL DEMANDS

The following physical demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability.

While performing the duties of this job, the employee frequently talks and hears when dealing with staff, officials, the general public and others. The employee frequently sits for extended periods of time and occasionally stands and walks. The position demands close, relatively detailed vision demands when keyboarding and using the computer screen. The employee occasionally lifts items, which weigh up to 25 pounds, and occasionally climbs, balances, stoops, kneels, crouches or crawls.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of: advanced management principles and practices; organizational planning, policies and procedures; federal, state and local laws; contract compliance laws, rules, policies, procedures and guidelines; county departmental functions; special education; developmental disabilities; code of ethics regarding working with persons with developmental disabilities; rights of persons with developmental disabilities; computer systems including software programs, hardware and applications; federal, state and local laws; state driving laws; geographical areas; Program’s adopted behavior management policy; mathematics; basic computer software and applications.

Ability to: apply management practices to practical work situations; plan, develop and implement program policies, procedures and practices; interpret federal, state and local laws, policies, procedures and guidelines; maintain and promote good public relations; handle sensitive inquires from and contacts with officials and general public; handle sensitive inquires from and contacts with officials, general public and others; analyze emergency situations involving persons with developmental disabilities and determine appropriate response; exercise sound judgment in dealing with stressful situations; demonstrate patience; exhibit creativity; maintain confidentiality of confidential or sensitive subject matter; exhibit flexibility in work schedule and job tasks; identify and resolve problems; develop and maintain good working relationships with employees, vendors, individuals served and families, supervisors, job contacts and the general public; handle requests and answer questions from individuals we serve and their families; assist with development of training programs and implement training programs for staff; maintain confidential or sensitive subject matter; exhibit flexibility in work schedule and job tasks.

Skill in: verbal and written communication; following best practices; collaborating with other agencies and coordinating services; networking with other agencies; conflict resolution; interviewing; planning and scheduling work; preparing financial and operational reports.

QUALIFICATIONS

Bachelor’s Degree is required in the field of Marketing, Public Relations, or other related field.

LICENSURE OR CERTIFICATION REQUIREMENTS

Valid State Motor Vehicle Operator’s License and proof of insurability. CPR/First Aid training as required.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.

MANAGEMENT APPROVAL

_____/_____/_____
Superintendent **Date**

EMPLOYEE UNDERSTANDING

_____/_____/_____
Employee **Date**