

Resource Specialist:

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Job Description:

POSITION: Resource Development Specialist

DEPARTMENT: Parks and Recreation

WORK SCHEDULE: 8:30 a.m. - 4:00 p.m., M-F, some evenings and weekends

STATUS: Full-time

FLSA STATUS: Exempt

HOURLY RATE: \$32.7342

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Hamilton County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Resource Development Specialist for the Hamilton County Parks and Recreation Department, responsible for helping sustain and providing growth to Parks and Recreation Department through development of resources, including grants and outreach activities generating and sustaining in-kind donation of goods and volunteer support for Parks Department.

DUTIES:

Represents Parks Department through outreach to funders, establishing and/or building relationships, including developing and maintaining relationships with local community service agencies, religious and civic groups, schools and private individuals, businesses, and corporations interested in supporting park activities and establishing partnerships and procuring gifts, donations, and sponsorships.

Provides and conducts on-going research, identifying potential funding resources to increase resources through research funding opportunities and helping build relationships with potential funders, including writing and managing grant proposals, submitting to foundations and other grant makers, and developing overall strategies for fundraising. Identifies and/or implements other fundraising opportunities.

Creates, reviews, and implements departmental policies regarding sponsorship acquisition, partnership protocol, and department image.

Tracks cooperative activities and results, and reports activities to sponsors, partners, contributors, and grant-funding entities.

Oversees departmental communications, including print, electronic, environmental media, newspaper, magazine and broadcast, and strategic social media planning, and maintains quality and accuracy of such communications.

Acts as media liaison on behalf of the department and manages media relations, including composing and distributing media releases.

Develops strategic branding initiatives and monitors their implementation.

Plans, coordinates, and implements Parks Department special centenary as it relates to sponsors and partners. Assists in staging and breakdown prior to and following such events as required.

Represents the department to individual park patrons, public groups, civic groups, and at community and outreach functions. Interacts with related governmental and park organizations.

Works with staff to create volunteer plan, including recruiting, organizing, and managing volunteers for projects, activities, and centenaries department wide.

Maintains membership in park related professional organizations and periodically attends seminars and presentations in order to gain knowledge in the field.

Performs administrative duties associated with the position.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Baccalaureate Degree in business, recreation, journalism, public relations, communications, or related area, or equivalent combination of education and experience. Previous work experience in volunteer coordination, resource development, and/or recreation is preferred.

Thorough knowledge of standard English grammar, spelling, and punctuation, and standard principles and practices of public communications, and ability to prepare and present a variety of promotional/informational materials and public speaking presentations.

Thorough knowledge of principles and practices of recreational programming, and ability to develop, schedule and coordinate varied, safe, and entertaining activities and projects.

Knowledge of computer programs and related software, such as MAC and IBM computers, graphic arts software, including, but not limited to, PageMaker, Quark, Photoshop, Publisher, and Illustrator.

Ability to effectively communicate orally and in writing with co-workers, community organizations, news media, graphics designers, printers, photographers, entertainers, booking agents, volunteers, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to comply with all employer and Department personnel policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to provide public access to or maintain confidentiality of Department information/records according to state requirements.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to properly operate standard office equipment, such as printer, slide projector, camera, and telephone.

Ability to appropriately respond to constructive criticism.

Ability to work alone with minimum supervision and with others in a team environment, and maintain appropriate, respectful interrelationships with co-workers.

Ability to work on several tasks at the same time, often under time pressure, and complete assignments effectively amidst frequent distractions and interruptions.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to occasionally work extended, weekend and/or evening hours, and occasionally travel out of town for seminars, sometimes overnight.

Possession of a valid Indiana driver's license and a demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent's duties are broad in scope, involving several variables and considerations. Incumbent performs according to department policies and procedures, exercising independent judgment in planning, developing and implementing recreational programs/centenaries, and communicating effectively with the public.

III. RESPONSIBILITY:

Incumbent performs according to standard practices of the professional field. Incumbent receives general supervision and discusses with supervisor unusual/unprecedented situations as needed. Incumbent's work is reviewed primarily for attainment of/effect on department goals and objectives.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent communicates frequently with co-workers, community organizations, news media, graphics designers, printers, photographers, entertainers, booking agents, volunteers, and the public for purposes of providing information, coordinating events, and supervising assigned personnel.

Incumbent reports directly to Deputy Director.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, outdoors at park events, and at various community meeting sites, involving sitting and walking at will, sitting for long periods, walking/standing for long periods, reaching, bending, lifting/carrying objects weighing less than 50 pounds, pushing/pulling objects, handling/grasping/fingering objects, keyboarding, speaking clearly, close vision, color/depth perception, and hearing sounds/ communication. Incumbent occasionally works extended, weekend and/or evening hours, and occasionally travels out of town for seminars, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Resource Development Specialist for the Parks and Recreation Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of

employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.