

WOOD COUNTY ADAMHS BOARD

An Equal Opportunity Employer

POSITION DESCRIPTION

DRAFT

Office/Agency:	Wood County ADAMHS Board	Employee Name:	
Class Title:	Coordinator of Strategic Initiatives	Position Title:	Coordinator of Strategic Initiatives
Class Number:		Travel Required:	
Dept./Div.:		Civil Service Status:	Un-Classified
Unit:		Employment Status:	Full-time (40 hours per week)
Reports To:	Executive Director	FLSA Status:	Exempt-Administrative
Pos. # of Supvr.:		Pay:	\$35,000-\$55,000
QUALIFICATIONS: An example of acceptable qualifications:			
<p>Serves as the day-to-day leader of the ADAMHS Board's strategic and special initiatives, including, but not limited to Equity, Diversity and Inclusion; Faith-based, Strategic Plan; Community Plan and Workforce Development. Oversees strategic implementation, external partner management and operational decisions as they impact the goals and outcomes of the initiatives. Works closely in framing, defining, and reporting on the evaluation needs and outcomes for each initiative.</p> <p>MINIMUM ACCEPTABLE CHARACTERISTICS:</p> <p>Knowledge of and ability to: Four years of education in communication, journalism, marketing or the equivalent. Experience in mental health and or addiction communication. Experience in communications or public relations for government or healthcare agencies. Proven ability to interact with diverse groups of people, build rapport, advocate a position, and work within a partnership. Knowledge of the community; ability to understand behavioral health issues. Excellent written and oral communication skills. Ability to function independently, attend to detail, work under pressure and prioritize multiple responsibilities. Creative individual with strong public relations skills. Professional appearance, attitude and motivation essential.</p> <p>Skill in: data entry; computer operation; use of other office equipment</p>			
LISCENSURE OR CERTIFICATION REQUIREMENTS:			
None.			
EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.			

General Office Equipment and Audio Visual Equipment

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIIONS:

The employee is exposed to and must negotiate, use or work with or in the vicinity of: General office equipment, noise, lighting, eye strain, ergonomics, electrical hazards, trip hazards, exits, stairways, ramps, shelving, portable fire extinguishers, and work with the general public. Ability to transport oneself or arranges for transportation throughout the County and State.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

ESSENTIAL FUNCTIONS OF THE POSITION:

1. Develops and oversees new and existing strategic and special initiatives for the ADAMHS Board, including strategic implementation, internal coordination, external partner management, and operational decisions as they impact the goals and outcomes of key initiatives.
2. Provides general oversight and coordinates to provide a clear vision of each initiative's goals; ensures alignment; ensure that key external stakeholders are supported in their roles; and leverage these initiatives to increase the impact and profile of the ADAMHS Board.
3. Cultivates new relationships while leveraging existing partnerships and ensures that the Board can best fulfill its role in the community, especially through strategic and special initiatives.
4. Leads Board-wide high-level, special initiatives, setting the direction, coordinating across the Board and manage day-to-day implementation with attention to detail.
5. Expands the profile and visibility of the Board with key external stakeholders including dignitaries and other high-profile individuals who share our values and mission.
6. Works proactively with other teams to ensure related materials, presentations, and events position the Board effectively externally.
7. Manage, plan, execute, and ensure follow up of high-profile special events and projects.
8. Oversee budget, record-keeping systems, and reporting associated with all special initiatives.
9. Operationalizes, adapts and improves the Board's strategic and special initiatives and strategy.
10. Oversees strategies and works with staff to ensure consistent implementation of special initiatives.

- 11.Functions as the internal staff lead for all related staff related to initiatives.
- 12.Works with the Directors as needed to develop materials, communication and trainings as related to strategic and special initiatives.
- 13.Serves as a member of the Executive Council/Management Team, participates in the decision making process and attends meetings as required. Provides Executive team members with updates on strategic and special initiatives.
- 14.Represents the Executive Director and Wood County Board at local and statewide meetings, conferences, and events at the Executive Directors discretion.
- 15.Assists the Executive Director in campaigns to support expanded local funding.
- 17.Maintains professional knowledge by attending conferences, workshops, and reviewing professional publications.
- 19. Supervises interns and or vista workers.

OTHER DUTIES AND RESPONSIBILITIES:

Performs other job related duties as necessary and/or as assigned; Demonstrates regular and predictable attendance.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed both the Cover Page(s) and the Inside Page(s) of my position description, and that I understand the contents of the position description.

Approval of Appointing Authority:		Date:	
Employee Signature:		Date:	