

TOWN OF JOHNSON
COMMUNITY & ECONOMIC DEVELOPMENT SPECIALIST

Employment Category: Town employee, part-time, FLSA exempt

Reports to: Selectboard

Summary of Duties and Responsibilities

This part-time position reports directly to the Selectboard (Board) and requires a high level of independence, sound judgment, self-directed motivation, autonomy, and administrative capacity.

This role works closely with the Selectboard, and solicits input from the Planning Commission, to develop (and periodically update) a vision for the future of Johnson. Using the Board-sponsored vision, they create strategic plans to make the vision a reality. They identify, document, and present proposals for community and economic development to the Selectboard and are responsible for short-term and long-term initiatives and projects. Upon review, approval, and prioritization by the Board, this role is responsible for the planning, implementation, and closure of approved projects.

This role identifies funding sources for proposed and approved projects throughout the life of the project, and manages multiple initiatives and projects, in various stages of implementation.

This person seeks and capitalizes on opportunities to market and brand Johnson. They coordinate with community partners, local, regional, state, and federal officials in support of community and economic development in Johnson.

This role does not serve committees, groups, or individuals seeking assistance without written approval of the Selectboard. Exception is allowed for limited or incidental requests for assistance, which do not interfere with the responsibilities of this role, impede, or delay proposal timelines, or impede or delay project timelines.

Essential tasks, duties, responsibilities, and expectations

- Coordinates, implements, and administers approved Community and Economic Development projects/initiatives.
- Identifies, and if Board-approved, pursues and secures funding sources.
- Compiles studies, data, reports, plans and other pertinent information to support vision, proposals, initiative/project strategies and plans, and/or marketing & brand.
- Drives marketing and branding to incentivize tourism and generate community and economic growth.
- Develops agendas and presentations, and moderates public meetings, as needed.
- Submits periodic progress reports to Selectboard and attends public meetings as necessary.
- Maintains record keeping system in compliance with appropriate public record laws.
- Strong drive to make an impact in the community, with a willingness to work hard.
- Challenging problems are energizing and can make big things happen incrementally over time (while being realistic).

Preferred qualifications for position

Relevant Community and Economic Development experience.

Grant writing and administration experience

Project management experience

Leadership, oral and written communication, and consensus-building skills

Community engagement experience

Term of Employment

Reference check confirmations. Terms of employment, compensation, and benefits set by the Board and governed by Personnel Policy, unless modified by contract or offer of employment. Six-month probationary period is a condition of employment.

Evaluations: Annual evaluations detailing the employee performance will be performed. The employee will be afforded an opportunity to respond to the evaluation. A six-month review will be prepared, and continued employment will be based on a satisfactory review. Additional evaluations will be at the discretion of the Board.

Compensation and Benefits: Salary and benefit package to be negotiated with the Selectboard upon initial offer of employment (subject to Personnel Policy), and annual salary review based on job performance.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

We have a strong commitment to inclusivity: *The people of Johnson embrace inclusiveness and together we will build bridges to understanding, ensuring that all who live, work and visit our town feel welcome and safe. We reject racism, bigotry, discrimination, violence and hatred in all its forms. The things we embrace are kindness, gentleness, understanding, neighborliness, peace, tolerance and respect for and toward all. Together we can have a cooperative, sustainable and thriving community where everyone is honored and valued.*

We prohibit discrimination on the basis of race, color, religion, sex, age, national origin, sexual orientation, gender identity or expression, disability, veteran status, marital status, or any other legally protected status. Applications by members of all underrepresented groups are encouraged.

Approved by the Johnson Selectboard: May 1st 2023