

# *City of Lander*

## **Job Description**

<b>Title:</b> Community Development Coordinator	<b>Grade:</b> 7 47,416-73,872
<b>Department:</b> Administration	<b>Effective Date:</b> 12/2021
<b>Type of Position:</b> Full-time Exempt	<b>Revised:</b> 12/2021

*In an effort to create organizational clarity, and to empower its employees, the City of Lander has identified ten core competencies that all employees are expected to meet in order to help fulfill the mission of the City. It is expected that employees will meet their responsibilities as detailed below, including observable commitment to the mission of the City and these values.*

### GENERAL PURPOSE

Responsible for planning, coordinating and implementing community engagement in the City of Lander including, but not limited to, city events, state-wide conferences, public information, and other community attractions. This position requires a hands-on approach to getting the job done. Additional administrative duties as assigned.

### SUPERVISION RECEIVED

Works under general supervision from the City Clerk and/or the Assistant Mayor.

### SUPERVISION EXERCISED: NONE

### ESSENTIAL FUNCTIONS

- Coordinates and facilitates events for the City of Lander including but not limited to themes, conventions, concepts and objectives relating to organizational and City Council goals. May include any combination of services as necessary including, but not limited to, location and vendor referrals, booking, community engagement, marketing, communications, and public relations.
- Serves as a liaison between the City of Lander, business owners and vendors.
- Engages with community members, groups, and stakeholders to promote and coordinate volunteerism for special events.
- Researches and recommends opportunities for special community-wide events and community partnerships with outside organizations to create events for a diverse regional audience.
- Develops materials and implements marketing strategies for City of Lander operations.
- Participates in the negotiation of event contracts and service agreements.
- Performs related and additional duties as required.

## **CORE COMPETENCIES**

- **Adaptability:** Adapts to changes in work environment, procedures, and assignments; Manages competing demands; Accepts criticism and feedback; Changes approach/method to best fit the situation/work assignment.
- **Communication:** Expresses ideas and thoughts both verbally and in written form; Exhibits good listening and comprehension; Keeps others adequately informed; Selects and uses appropriate communication methods.
- **Cooperation:** Establishes and maintains effective relations; Displays positive outlook and pleasant manner; Exhibits tact and consideration; Offers assistance and support to co-workers; Works cooperatively with supervisor and co-workers.
- **Customer Service:** Displays courtesy and sensitivity; Manages difficult / emotional customer situations; Responds promptly to customer needs; Meets commitments; Solicits customer feedback to improve service.
- **Dependability:** Consistently reports to work on time ready to begin work; Responds promptly to requests for service and assistance; Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.
- **Initiative:** Volunteers readily; Seeks increased responsibility; Identifies opportunities to improve systems & procedures; Asks for help when needed.
- **Job Knowledge:** Competent and knowledgeable in key result areas; Exhibits ability to learn and apply new skills; Requires minimal supervision; Displays understanding of how job relates to others.
- **Judgment:** Displays a willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision making process; Makes timely decisions.
- **Planning & Organization:** Prioritizes and plans work activities; Uses time efficiently; Plans and uses available resources; Works in an organized manner.
- **Quality:** Demonstrates accuracy and thoroughness; Displays commitment to excellence; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

## **Knowledge, Skills and Abilities**

- Effective public relations practices.
- Event planning methods and principals.
- Quality Customer Service.

- Proficiency in modern office procedures, methods, and equipment including computers and supporting word processing and spreadsheet applications, such as Microsoft Word, Excel, Adobe Photoshop, Illustrator and In Design.
- Familiarity with web-based applications and social media platforms.
- Ability to multitask multiple projects at one time.
- Ability to follow written and verbal communication.
- Maintain and file reports, logs, records and files.
- Excellent oral and written communication skills.
- Public speaking and interpersonal communication skills.
- Communicate effectively, verbally and in writing.
- Exceptional organizational skills

### **EDUCATION AND LICENSES**

- Bachelor's degree in a field related to event planning, hospitality, marketing, economic, or community development preferred.
- Must possess a valid Wyoming driver's license.

### **WORK ENVIRONMENT & PHYSICAL REQUIREMENTS**

Flexible schedule required. Attends events during regular business hours, evenings, weekends and holidays as necessary

Positions in this class typically require driving, stooping, kneeling, crouching, reaching, standing and walking for long periods, climbing, pushing, pulling, lifting, grasping, talking, hearing, seeing and repetitive motions such as keyboarding. Various levels of mental application required, i.e., memory for details, emotional stability, discriminating thinking, creative problem solving. Continuous use of motor skills. Operation of office equipment including a computer keyboard; ability to operate a vehicle to travel to various locations; and to verbally communicate to exchange information.

Medium work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body.

Incumbents may be subject to perform duties either indoors or outdoors, which may include extreme climate/weather conditions (-30 degrees F to 100+ degrees F ) in daylight and darkness.

Incumbents may also be subject to office environments and to the common noises associated with office work including telephones and printers, as well as loud noises associated with traffic.

Work setting is informal, team oriented, and has variable tasks. Frequent attendance at after-hours meetings.

### **DRIVING REQUIREMENTS:**

For driving essential positions, employment with the City of Lander is contingent upon a satisfactory driving record. A driving record that has any of the following is considered unsatisfactory: 1). Conviction of three or more moving violations from separate incidents, within the past 36 months; 2) A conviction within the previous 36 months of any of the following: Driving Under the Influence of Alcohol or Drugs; Leaving the scene of an accident; Fleeing to avoid arrest; Reckless Driving; Driving without automobile insurance; Driving on a suspended license; or Refusal to take a blood/breathalyzer test for suspected impaired driving.

### **SUPPLEMENTAL INFORMATION**

Women, minorities, and individuals with disabilities are encouraged to apply. The City of Lander is an equal opportunity employer. Qualified applicants are considered for positions for which they have applied without regard to race, religion, sex, age, national origin, disability, sexual orientation, or other characteristics protected by law.

Employment with the City of Lander is contingent upon successful background screen and a pre-employment drug test. Employees that perform safety sensitive tasks are subject to pre-employment and/or continued random drug testing. These tasks include but are not limited to: Emergency response/rescue, working with hazardous materials and chemicals and solid or liquid waste, operating or maintaining water and wastewater systems, driving for the City of Lander, operating power-driven equipment or machinery, working with or around children.

Driving records are required for all new employees. If the employee has not held a Wyoming driver's license for the last three (3) years, the employee must provide at their own expense and initiation a driving record from all previous States of residency.

As a condition of employment, the successful candidate must utilize direct deposit for payroll purposes.

If you have questions regarding the background screen, or pre-employment drug test, please contact the Human Resource Director at (307) 332-2870 X-7 prior to accepting the job offer.

### **GUIDELINES**

Employees are required to follow the established guidelines of the City to include, but are not limited to, the employee handbook, safety policies and procedures, and departmental policies and procedures.

**The City of Lander is an at-will employer.**

I have read this job description and understand my job duties and responsibilities. I am able to perform the essential functions as outlined with or without accommodations. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description.

\_\_\_\_\_  
Employee's Name (Printed)

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date