



Town of Ridgway

Job Description

Title: Community Initiatives Facilitator	Code: Non-Exempt
Division: Community & Economic Initiatives	Effective Date: 10/2021
Department: Administration	Last Revised: 10/2021

GENERAL PURPOSE

The Community Initiatives Facilitator is responsible for performing a variety of **professional and administrative duties** related to planning, organizing, directing, and facilitating various initiatives, programs, projects and opportunities that bring the community together and nurture the local economy.

SUPERVISION RECEIVED

Works under the direction and broad general supervision of the Town Manager.

SUPERVISION EXERCISED

May provide general supervision to fulltime, part-time, intern or volunteer clerical support staff on a project-by-project basis. Provides direct supervision to volunteers for community initiatives.

ESSENTIAL FUNCTIONS

General Duties – Participates in the development of strategies to enhance the quality of life for town residents; engages in various operational responsibilities in cooperation with other town departments to achieve goals and objectives.

Coordinates community and economic development initiatives; organizes, coordinates and directs special committees and community volunteers to develop and advance the Main Street and Creative District Programs for Ridgway, administratively merged as Ridgway Creative Main Street; serves as the primary liaison with the Ridgway community, the Creative Main Street Group, local businesses, and the Ridgway Area Chamber of Commerce.

Volunteer Management – Oversees and manages the Town’s “Volunteer Management Program”; coordinates with Town staff for the development of database resources and the building of volunteer role protocols; organizes volunteer appreciation events to recognize contributions and service.

Ridgway Creative Main Street Facilitator – Employs initiatives and priorities to maintain the Town status as a “Certified Creative District” and “Graduate” level Main Street community with the State of Colorado.

Provides administrative and logistical support as central coordinator of Main Street and Creative District Programs, including data collection, management, analysis and reporting to State entities; prepares development and maintenance of spreadsheets; coordinates District mapping; facilitates short-term and long-term strategic planning including identification of revenue sources and prioritizing initiatives and expenditures.

Organizes and facilitates various committee and stakeholder meetings (daytime and evenings); prepares agendas, reports minutes, drafts quarterly and annual reports and related communications; prepares and submits report updates to Creative District and Main Street governing bodies, Planning Commission, and Town Council; oversees special events coordination related to community initiatives.



Develops and maintains strong, positive relationships with state partners such as the Department of Local Affairs, Boettcher Foundation and Office of Economic Development/ Colorado Creative Industries.

Administrative Duties – Works with the Town Manager on the preparation of the annual budget and strategic plan for the community development department.

Establishes ongoing relationships with local, regional and state agencies and organizations; attends local, regional and statewide meetings and conferences.

Monitors various revenue sources and expenditures; prepares and submits grant applications; manages grant receipts to verify and assure compliance with grantor stipulations, specifications and award conditions; prepares periodic financial reports identifying the disposition and utilization of grant funds.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. A bachelor's degree in public administration, business administration, finance or a closely related field;
- AND
- B. Five (5) years of experience performing above or related duties;
- OR
- C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Considerable knowledge of: principles and practices of municipal services administration and operations, including budgeting, finance, human resource management, supervision and program/services evaluation; management concepts and methods related to team building, empowerment and participative leadership; training and staff utilization principles; various revenue sources available to local governments including state and federal sources; principles of negotiation and problem solving.

Working knowledge of: computer technologies affecting the future of town operations and services; grantsmanship.

Some knowledge of: legal and political issues affecting town operations and management.

Skill in the art of: diplomacy and cooperative problem solving; leadership and organizational behavior; establishing and maintaining effective working relationships with State, Federal, and other local officials, elected officials, subordinate staff, and Town residents. Skill in the operation of necessary computer programs including Microsoft Word, Excel, Outlook, PowerPoint; skill in customer service and public relations.

Ability to: understand and interpret complex laws, rules, regulations, policies, and guidelines; develop operating policies and procedures for special events and community involvement initiatives; analyze and resolve problems arising from development of programs, services, and special events; establish and maintain effective working relationships with co-workers, other agencies and the public; communicate effectively, verbally and in writing; implement cooperative problem-solving processes; operate personal computer and various software applications for word processing and spread sheet information; access e-mail and effectively function in a computerized communications environment.

3. Special Qualifications:



Must possess a valid Colorado Driver's License.

4. Work Environment:

Worker performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, involving moderate muscular strain, such as walking, standing, stooping, sitting and reaching. Continuous talking, hearing and seeing required in the normal course of performing the job. Common eye, hand, finger dexterity required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Considerable exposure to stress associated with high level of personal accountability, high impact decision-making and conflict management. Periodic travel required in normal course of job performance.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description.
Employee name

Employee signature: _____

Date _____