



## JOB DESCRIPTION

Position Title: Community Coordinator

Reports To: ED & Planning Director

Department: Economic Development and Planning

Work Schedule: 37.5 hours weekly, M-F  
8:00a – 4:30p, hours will vary depending on  
departmental needs.

Classification: Full-Time/non-exempt

### PURPOSE

Maintain collaboration between the City of Angola and organizations, in the promotion and support of various events and projects. Provide support to various civic groups/individuals, which align with the City of Angola and the ED & Planning Department's strategic goals.

### PRIMARY WORK LOCATION

- Office Environment  
 Shop  
 Vehicle

- Outdoors  
 Other (specify) \_\_\_\_\_

### ESSENTIAL FUNCTIONS

*This information is intended to briefly state the key responsibilities of the position. The following examples do not identify all duties performed by an individual.*

- **Administer the Main Street program through the Office of Community and Rural Affairs.**
- **Coordinate and organize community activities and events.**
- **Serve as the point of contact for those interested in hosting events downtown.**
- **Maintain regular and predictable hours in order to serve the public as well as internal customers.**
- **Identify, research, and apply for funding support/grants that are aligned with goals, as well as coordination of fundraising campaigns in support of various projects, programs and services, as assigned.**
- **Create and maintain a community organization database.**
- **Serve as a liaison between downtown property owners and/or business operators and the City of Angola.**
- **Assist with the Mayor's Arts Council, as assigned.**
- **Serve as secretary for Historic Preservation Commission (HPC), assist with historic preservation education and projects.**
- **Manage and coordinate the sculpture program.**
- **Manage and coordinate the maintenance of downtown landscaping (except the Monument, which is the responsibility of the Parks Department).**
- **Effectively communicate with a variety of audiences, including governmental bodies, civic groups, businesses, and the general public using both oral and written communication skills.**
- **Working with the Events and Marketing Coordinator in the Parks Department to maintain current and consistent marketing strategies and branding management.**
- **Attend professional development workshops and conferences, as assigned.**
- **Establish annual goals and objectives, assess, and prioritize multiple tasks, projects and demands and implement an action plan at the direction of the ED and Planning Director and in partnership with Angola Main Street.**

- **Develop and apply project benchmarks, performance metrics and goals for assessing success, progress and accountability of the City of Angola projects, events and various other assignments, as assigned.**
- **Prepare and deliver accountability reports to the ED & Planning Director, as requested.**
- **Perform other tasks, as assigned that are similar and logical to the position.**

<b>JOB REQUIREMENTS</b>	
Education	High School Diploma or High School Equivalency or GED
Experience	Preferably three (3) years related experience in a similar role or any combination of education and experience in business and/or public administration, communications or marketing that provide the required knowledge, skills, and abilities to be successful. Understanding of and appreciation for the importance of community involvement. .
Certifications/Licensing	Valid Driver's License
Abilities	High degree of self-structure, goal setting, attention to detail, project management, organizational skills, time management and the ability to work within government structure.
Math	General math: addition, subtraction, multiplication and division
Communication Skills	Communicate effectively both verbal and in writing. Proficient in social media, report writing, face-to-face communications and email.
Organizational Skills	Proven abilities in problem solving, decision making, negotiation skills and the ability to organize, mobilize, lead, and motivate various groups and individuals to accomplish common goals.
Technical Skills	Proficient in Word, Excel, PowerPoint, and Adobe Design Suite.
Interpersonal Skills	High degree of sociability and the ability to initiate and establish and maintain professional working relationships with individuals and groups in the public as well as city employees. Listens and adapts to feedback and other points of view and maintains composure when faced with difficult individuals or situations.
Personal Protective Equipment	Eye protection, ear protection, gloves, work boots, safety vest, and any other equipment, as instructed, relative to the task assigned.

<b>JOB DEMANDS</b>				
<b>OVERALL STRENGTH DEMANDS</b>				
<input type="checkbox"/> Sedentary	Exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time.			
<input type="checkbox"/> Light	Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly AND/OR walking or standing to a significant degree.			
<input checked="" type="checkbox"/> Medium	Exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.			
<input type="checkbox"/> Heavy	Exerting 50-100 pounds occasionally, 25-50 pounds frequently, or from 10 up to 20 pounds constantly.			
<input type="checkbox"/> Very Heavy	Exerting over 100 pounds occasionally, 50-100 pounds frequently, or from 20 up to 50 pounds constantly.			
NON-PHYSICAL DEMANDS	FREQUENTLY	OCCASIONALLY	RARELY	NEVER
Time Pressures	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performing Multiple Tasks Simultaneously	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Irregular Schedule/Overtime	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frequent Change of Tasks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Situations	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Working Closely with Others as Part of a Team	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Detailed or Exacting Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tedious or Repetitious Work	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other (Describe)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (Describe)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>ENVIRONMENTAL FACTORS</b>				
Extreme Temperatures (heat and cold)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Wetness and/or Humidity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Noisy/Distracting Environment (sufficient to cause hearing loss)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Physical Hazards (dangerous machinery, high voltage)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Respiratory Hazards (fumes, gases, chemicals, dust)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Explosives	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fire Hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Communicable Diseases	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Physical Danger or abuse	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other (Describe)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**SUGGESTED IMMUNIZATIONS**

- None
- Tdap (tetanus)
- TB (tuberculous test)
- HepB (Hepatitis B series – 3 shots)
- Other (specify) \_\_\_\_\_

**TOOLS AND EQUIPMENT**

Basic office equipment, including, but not limited to, computer and related programs and software, telephone, cell phone, printer, fax, copier, scanner, postage machine.

**EXPECTED BEHAVIOR**

Employees are expected to support and promote the City’s Values, Mission and Vision which include, but not limited to;

**Angola’s Values:**

Trust/Integrity/Loyalty, Communication, Cooperation, Knowledge, Accountability/Responsibility, Fairness, Health, Balance/Family, Wisdom, Passion

**Angola’s Mission Statement:**

“The City of Angola is committed to a safe and healthy community to live, work and grow, by;

- Fostering partnerships with government, organizations, businesses and citizens to create a high quality of life, promote knowledge and economic development;
- Utilizing a government framework that is efficient and effective;
- Providing recreational opportunities and environmental stewardship; and
- Promoting an environment where employees are empowered to learn, develop and work safely.”

**Angola’s Vision Statement: “Proudly Working Together to Make Visions a Reality”**

**The job demands described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.**

**The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.**

**The job description does not constitute an employment agreement between the City of Angola and any employee and is subject to change as needs of the City of Angola and job requirements change.**

**I have read and understand this job description and agree that it my responsibility to seek clarification on anything I do not understand.**

**Is there anything that would keep you from meeting the obligations and requirements of this job?**

**No**

**Yes**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date