

## **PUBLIC ADMINISTRATION SPECIALIST**

### **Position Overview:**

This position is a part of the Community Development Section and is under the direction of the Executive Director and the Associate Director of Community Development. This position requires knowledge of the principles and practices of public and policy administration, organizational and analytical skills are a necessity.

This position functions as direct support and coordination of LTADD local government services. The specific areas of work concentration will be human resource, municipal finance, research, public works and grant writing.

### **Duties & Responsibilities:**

- Responsible for the development and preparation of grant applications for funding from local, state and federal programs; including, Community Rivers and Streams Grant program and National Recreation Trails Fund program; also, assist in the administration of currently funded Land & Water Conservation Fund projects.
- Participate in appropriate training sessions, seminars and workshops relating to new innovative, legal procedures for proper administration of city and county governments.
- Primarily responsible for development and implementation of all administrative efforts in the public administration position including but not limited to, preparation and implementation of budget planning process, ordinance writing, tax computation, and annexation laws.
- Develop and facilitate topical, continuing education training programs with customized training tools and statistical analysis, for elected officials and staff; may include other entities as deemed appropriate.
- Responsible for data collection, as deemed appropriate, from local units of government for in-house and state agency surveys which support administrative activities.
- Responsible for providing assistance in financial administration and uniform financial reporting to cities, counties, and special districts; and, provide assistance in establishing sound purchasing procedures.
- Responsible for providing assistance to cities, counties, and special districts with all required audits, financial statements and uniform financial information reports as required by appropriate governmental agencies and/or statute.
- Responsible for the creation and development of customized administrative codes, personnel policies, compensation plans, procurement codes, position descriptions, etc., for local elected officials as mandated by statute.
- Advise and assist local units of government interpreting and implementing the provisions of the Americans with Disabilities Act; new laws and developments related to personnel management; and, other anti-discrimination and Equal Employment Opportunity laws and regulations.

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- Advise and assist local units of government with application of Fair Labor Standards Act to their respective personnel systems; and, with the development and implementation of anti-sexual harassment policies.
- Responsible for the creation and development of customized management ideas and concepts for local units of governments that, when implemented, improve their fiscal and operating condition.
- Facilitate with the Kentucky Department of Finance, Division of County and Municipal Accounting in the proper budgeting methods used to report interest earnings; and, assist local governments with funding alternatives for operations and capital improvements.
- Facilitate monthly training session with the Lincoln Trail City Clerks Association on management techniques, maintenance of municipal funds and other topics of local interest.
- Attend city council, fiscal court, and other public meetings, as requested.
- Completion of other assignments and tasks by the Associate Director of Community Development.
- Must attend night and after hour meetings regularly and over night travel is required.

### **Education & Experience:**

This position requires a Master's Degree from an accredited university in Public Administration, Public Affairs, Law, Finance, or related field; and at least one (1) year of related experience. A Bachelor's Degree in one of the above fields, combined with three (3) years of related experience may also be accepted.

### **General Qualifications:**

- Must possess excellent verbal and written communication skills; and, have proven computer literacy/skills.
- Must be a motivated self-starter, able to skillfully organize, plan and implement multiple projects and tasks.
- Must be an effective communicator and professionally capable of functioning in a wide variety of public settings and groups.
- Customize and conduct timely seminars and workshops for local public officials and their staffs, including but not limited to, new legislative and administrative procedures.
- Responsible for the timely preparation and submission of all required reports.
- Must be able to establish and maintain effective working relationships with LTADD staff, Board members, city and county government officials, as well as other governmental officials; and, the general public.

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- Must display sound judgment, perform under stressful conditions, and make timely and accurate decisions.
- Must be able to act as an ambassador for LTADD at functions, create concise, professional reports; and, be an effective public speaker
- Must hold a valid Kentucky Drivers License.