



NEW:

07/08/2013

JOB TITLE:	COORDINATOR LOUISVILLE PARTNERSHIP
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	II/IV, GRADE 10
WORK YEAR:	230 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8474
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES
Works with the Executive Committee of the Louisville Partnership to determine program objectives. Directs the development and implementation of programs to support the objectives. Develops support and commitment for the Partnership with government, business, education and community leaders.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Develops and administers the Partnership program for Jefferson County
Coordinates Partnership programs operated through the Jefferson County Public Schools
Works with chief executive officers of area businesses and unions to obtain funds and the commitment to provide jobs, both part and full-time
Directs preparation of promotional and public relations materials
Makes presentations to community groups concerning Partnership objectives and needs
Develops quantitative and qualitative measures of the effectiveness of Partnership programs
Prepares annual budget for approval of Partnership members and monitors expenditures to insure fiscal integrity
Assists in the preparation of goals that are perceived as reasonable by the business community, the public schools and the general public
Prepares appropriate data to apply for grant funds at the federal and state levels
Performs others duties as assigned by supervisor

PHYSICAL DEMANDS
The work is primarily sedentary. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires activities involving driving automotive equipment, being around moving machinery, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS
Bachelor's Degree
Three (3) years of administrative experience
Successful experience in the area of grant writing, program development, education and training
Effective communication skills

DESIRABLE QUALIFICATIONS
Kentucky Professional Certification in Administration and/or Supervision
Ability to relate to and work with community leaders in business, education and labor areas
Ability to negotiate a consensus of program priorities among various interest groups
Knowledge of public relations and communication principles

