



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

NEW:

07/08/2013

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 the Executive Committee of the Louisville Partnership.

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

