

**South Central Region Council of Governments (SCRCOG)
Job Description**

Job Title	Municipal Services Coordinator or Director
Department	Municipal Services
Category	Full-Time
FSLA	Hourly
Pay Grade	
Reports to:	Executive Director
Supervises:	

Position Summary/Purpose:

The Municipal Services Coordinator or Director, under the general supervision of the Executive Director, manages, coordinates, and develops SCRCOG’s regional inter-municipal shared services programs in coordination with Working Groups composed of officials, employees and volunteer commission members from SCRCOG’s fifteen municipalities covering topics such as purchasing, information technology/cybersecurity, affordable housing, grant writing and administration, economic development, urban forestry, solid waste and recycling, and energy conservation. The Municipal Services Coordinator or Director manages initiatives of the working groups and/or work with consultant(s) hired through SCRCOG to manage these initiatives. The Municipal Services Coordinator or Director also helps develop any related programs to assist the SCRCOG municipalities and will work with the Executive Director on a wide range of related projects.

Essential Job Functions:

(The essential functions or duties listed below 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 logistical assignment to the position.)

- Manages regional inter-municipal shared services programs by planning initiatives and programming, working with and managing consultants on related projects, managing collaboration platforms, and communicating initiatives with municipal employees, leaders, and volunteer citizen commissions in each Working Group.
- Further develop and utilize knowledge and experience in municipal finance, purchasing, information technology/cybersecurity, grant writing and administration, public works, fleet management, affordable housing, municipal stormwater regulatory compliance/ watershed protection, economic development, solid waste and recycling, and energy conservation, to advance SCRCOG’s programs and encourage collaboration and cost-saving efficiencies among SCRCOG municipalities.
- Conduct research and perform analyses on a variety of topics related to the Working Groups’ activities and interests.
- Review state and federal programs to stay current on topics related to the Working Groups’ activities and interests.

- For each Working Group, coordinate, schedule, arrange, and confirm meetings, prepare agendas, attend meetings, take minutes when required, and prepare and distribute minutes or other meeting follow-up information.
- For each Working Group, schedule teleconferencing through Zoom or other such platform, record presentations, distribute meeting materials before and after the meetings, maintain postings and resources on the Basecamp or other collaboration platform and on SCRCOG webpages.
- Assist with development of agendas, position papers, presentations to SCRCOG members, and prepare and give presentations on behalf SCRCOG before forums and conferences and state and federal agencies.
- Manages consulting contracts, including developing the scope of work, developing the budget, and interviewing and selecting consultant(s); supervises consultant(s) and monitors for compliance with contract terms.
- Attends SCRCOG Board meetings, as required, as well as SCRCOG-related meetings with community organizations and municipal, state and federal entities as needed or directed.
- Collaborate with adjacent Councils of Governments as needed.
- Drafts articles, reports, website content, and correspondence for Executive Director.
- Facilitates public outreach/participation/education for various initiatives in order to create a proactive and robust public participation process.
- Works with Executive Director to develop enhanced website content, and a communication strategy involving social media platforms.

Other Functions:

- Performs similar or related work as required, directed or as the situation dictates.
- Occasionally assists other SCRCOG departments, such as Transportation/Transit Planning, Regional Planning or Emergency Management on relevant projects.
- Displays a willingness to attend, in-person or virtually, conferences, workshops, and training sessions to enhance knowledge, build skills, and further develop planning talents. (SCRCOG will be willing to pay associated costs of attendance, when appropriate).

Minimum Required Qualifications:

Education, Training and Experience:

To be considered, applicants must have bachelor's degree from an accredited university in public administration/ public policy, government or political science or another closely-related field. A master's degree in public administration or public policy would be a plus.

Applicants must have at least two years of relevant work experience in one or more of the following subject areas:

- Inter-Municipal Shared Services
- Municipal Operations, such as Finance, Grants, Purchasing, Public Works, Solid Waste & Recycling, and Community Development
- Project Management and Budgets
- General knowledge of Municipal, Regional, and State Government operations
- Familiarity with government financial management, budgeting and bookkeeping

Special Requirements:

Must have and maintain: Valid CT Driver's License

Knowledge, Ability and Skills:

- Connecticut municipal operations;
- Research methods and analysis;
- Project development, implementation, and administration;
- Research and analysis of current trends in regional and municipal services;
- Communication clearly and effectively orally and in writing, including the editing, oversight, or preparation of technical reports, and the presentation of information;
- Coordination and facilitation of meetings both in person and in a hybrid setting;
- Establishment and maintenance of effective working relationships with SCRCOG Board, other staff, municipal leaders, federal and state agencies, and other community stakeholders;
- Organization, coordination, and prioritization of multiple project assignments;
- Facility with Microsoft Office, Adobe Acrobat and Outlook Calendar;
- Experience with Basecamp or other collaboration program and teleconferencing platforms such as Zoom.

Job Environment:

Office work is performed in a moderately quiet office, with occasional visits to offices of municipal and state officers or staff members, and frequent virtual meetings and telephone conferences with municipal and state officers and staff members. Field work is occasionally performed outdoors in all weather conditions and sometimes on uneven, wet terrain, including construction sites and undeveloped lands.

Requires the operation of a vehicle, the operation of telephones, computers, copiers, facsimile machines, virtual conferencing equipment and other standard office equipment.

Makes frequent contact with Regional, State and Federal agencies, departments and organizations; municipal departments and staff, residents, developers, attorneys, commission members,

engineers, surveyors, architects, archaeologists, and the general public. Communication is frequently in person, by telephone, video conferencing, fax, email, and in writing. In-person contacts require confident, tactful presence and calm demeanor.

Errors in judgment or omissions could possibly result in delay in service, injury to self, rework and legal ramifications and potential liability.

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions		X		
Work in high, precarious places	X			
Work with toxic or caustic chemical	X			
Work with fumes or airborne particles	X			
Non weather related –extreme heat/cold	X			
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			
Other-Driving		X		

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing		X		
Walking		X		
Sitting				X
Talking & Hearing			X	
Using hands/fingers to handle/feel/type				X
Climbing or balancing		X		
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms				X
Smelling	X			
Bending, pulling, pushing -filing		X		

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)		X		
Moderate noise (computer, light traffic)		X		
Loud Noise (heavy equipment/traffic)	X			
Very Loud (jack hammer work)	X			

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)