



## BARNSTABLE COUNTY JOB DESCRIPTION

<b>Title:</b> Special Projects Coordinator	<b>Classification:</b> Cape Cod Commission
<b>Department:</b> Cape Cod Commission	<b>Grade:</b> 9
<b>Reports to:</b> Deputy Director	<b>FLSA Status:</b> Exempt
<b>Effective Date:</b> July 1, 2023	<b>Union Status:</b> Non-represented
<b>Job Class:</b> 1382	<b>Location:</b> CCRE

### Summary

Professional, technical and administrative work managing and implementing a variety of regional planning and technical service programs; all other related work as required.

### Essential 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 logical assignment to the position.*

Coordinates with the Commission's Executive, Deputy Directors and other senior and technical staff to provide a variety of assistance on complex technical and policy matters, as the situation or need dictates. Coordinates with local officials on sensitive projects and works with staff and Commission members to resolve policy matters as they arise.

Provides the county and towns with a framework for setting county and municipal priorities; informs the internal strategic plans of participating organizations, agencies, and institutions to increase the likelihood that local plans align with the regional goals. Stimulates collaboration between stakeholders who are working towards the same goal.

Researches and summarizes legislation relevant to the Cape Cod Commission's responsibilities. Synthesizes complex data including summarization of reports, and projects for distribution to the general public, public officials, and other invested stakeholders. Visualizes data for public consumption.

Prepares presentations for Executive and Deputy Directors and others as needed.

Provides technical assistance and advice on a variety of issues to local and regional officials. Supports public education on issues via media outlets and by addressing local and regional officials and community groups.

Develops and maintains working relationships with local, regional, state and federal officials to establish leadership in growth management, economic development, water resources management, etc. that is based on collaboration and results in coordinated action to achieve shared priorities. Conducts public outreach to determine community consensus with regard to planning and technical projects and programs for the region.

Develops data, narrative, graphics, visualizations and other content for use in Commission communications, project proposals, presentations, public outreach materials, website and other social media applications.

Implements and helps design internal and external communications strategy for the Cape Cod Commission with the Communications Team. Writes press releases and newsletter articles.

Performs similar or related work as required, directed or as situation dictates.

### Supervision Received and Exercised

Works under the general direction of the Deputy Director and collaboratively with other senior staff. Functions independently, referring problems to supervisor only when clarification or interpretation of policy or procedure is required. Employee may provide direction to others in areas of expertise and may exercise supervision over employees' and consultants' work on specific projects in a project management capacity.



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### Qualifications

#### Education and Experience

Bachelor's Degree from an accredited college or university in public administration, communications, economics, urban or regional planning, environmental science or related field plus three years of experience at the local, regional or state level; master's degree preferred; combination of private and public sector experience desirable; or an equivalent combination of education and experience.

*Knowledge of:* economic development, environmental science and public policy; Massachusetts General laws governing land development and municipal zoning and infrastructure; real estate, housing, finance and environmental resource protection; Massachusetts General Laws pertaining to county and commission operations; local Cape Cod economic, political and social environment helpful.

*Ability to:* plan, organize, analyze problems, prepare reports and formulate recommendations; establish and maintain effective working relationships with a variety of public and community officials, and the general public; manage multiple assignments and meet deadlines; understand the region's political environment and sensitivities; recognize Commission and regional priorities and work cooperatively and collaboratively to support their accomplishment.

*Skill:* analytical, organizational, writing, presentation, interpersonal/collaborative communication, resourcefulness and discretion; computer skills that encompass effective use of word processing, spreadsheet, project management, presentation, graphics production, email and internet browser software.

*Required Licensing/Certification:* A valid U.S. Driver's License

#### Job Environment

Most work is performed under typical office conditions with moderate noise and frequent interruptions and requests for information; occasional evening and/or weekend work is required. The volume of work is sometimes affected by funding deadlines and other time constraints. Operates a computer and general office equipment; operates an automobile.

#### Physical Requirements

*The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Minimal physical effort required; occasional light physical effort required when moving equipment, file boxes, etc., requiring an ability to move/transport up to 25 pounds. Position requires the ability to operate a keyboard and general office equipment at efficient speed and view computer screens for an extended period of time. Frequently conveys information in meetings and with the public. Operates automobile to perform County-wide travel to transact business.

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*

*Equal Opportunity/Americans with Disabilities Act Employer*