



## **JOB POSTING: WILLARD COMMUNITY DEVELOPMENT DIRECTOR**

**Class Title:** Willard Community Development Director  
(Part-Time – approximately 28 hours per week)

**Department:** City Manager's Office

**Deadline to Apply:** December 10, 2021: Submit application and resume to Willard City Manager Office.

**GENERAL PURPOSE** - The following is illustrative of the duties and responsibilities associated with the position and are not intended to be all-inclusive.

The Community Development Director responsibilities include, but not limited to coordinated and implemented common goals developed by the Willard Area Economic Corporation (WAEDC), Willard Area Chamber of Commerce, United Fund of Willard, and the City of Willard as developed by these individual groups and approved by the Willard City Manager. Individual will work with said groups to develop common goals to be implemented in both short-term plan and long-term plan.

Development of the Willard Community Improvement Corporation (CIC) is a priority for this position. The Willard CIC will have a separate board as directed by the Ohio Revised Code. Administration of the Willard CIC is part of the position.

Researching grants, grant writing, and grant administration (when needed) is an essential part of the position. It is desirable for the Willard CIC to generate a revenue stream to assist with community programs identified in the short and long-term plan for the betterment of the Willard community.

### **DESIRED MINIMUM EXPERIENCE**

- High school graduate or equivalent with a preference given to graduation from a college or university with a bachelor's degree in public administration, political science, human resources, business management. Or a closely related field, and
- Two (2) years of related experience; or
- Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.

### **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

- Organizational and time management skills.
- Working knowledge of computers and software (Proficient in Microsoft Office).
- Excellent written and verbal skills.
- Proof of successful research, completion, and awards of community grants.

### **OTHER CHARACTERISTICS**

- Must be willing to learn and have a strong work ethic.
- Must be able to think and work independently with minimal supervision.
- Must have the ability to work and communicate with community leaders, community groups and businesses to bring positive change to Willard.

*This position is funded through a private public partnership with the City of Willard, Willard Area Economic Development Corporation (WAEDC), Willard Area Chamber of Commerce, and the Willard United Fund.*