Green River Area Development District (GRADD) is seeking applicants for a full-time Assistant Director in the Community & Economic Development department. Our Federal and State partners are investing in local communities at an unprecedented level; however, this funding cannot impact citizens in our area unless organizations like GRADD partner with local governments and regional agencies address our unique local and regional needs.

The Community & Economic Development department serves the seven county GRADD region by responding to the needs of the region while planning strategically for the future through the development and administration of projects to increase community development, economic development, rural development, environmental protection, hazard mitigation, infrastructure resiliency, housing, and address planning and zoning needs of our communities.

**POSITION OVERVIEW**

The Assistant Director will assist the Director with all aspects of the Community and Economic Development department, development and implementation of CED programs, sustain community involvement at the federal, state and local level, and ensure programmatic and fiscal compliance with all applicable legislation, regulations and policies. The incumbent will play a key role in programs/projects implemented and administered.

**ESSENTIAL JOB FUNCTIONS**

1. In conjunction with the CED Director, plan, organize, direct, and supervise the activities of the department; direct and participate in the development and implementation of goals, objectives, policies, procedures, and priorities to ensure project and program objectives are met; use the principles and practices of management including goal setting, program development, implementation, evaluation, staff development and supervision.
2. Assist the Director in providing oversight of all programmatic and administrative functions of the department, including preparation and monitoring of the annual department budget. Assure, expand, develop and administer effective and efficient use of budgeted funds, personnel, materials, facilities and time for the department.
3. Work with CED Director, Executive Director, Board, City, County, State, and Federal officials in the development and implementation of projects and programs dealing with community development, economic development, environmental issues, transportation, GIS, parks and recreation, housing, and public administration.
4. Serve as a high-level resource and technical expert to advise the Director and department on significant policy issues and recommendations.
5. Assist with the development and implementation of CED related programs, policies, local/regional plans, and maintenance of all appropriate committees.
6. Maintain current level of Federal, State, and Local government functions, operations, programs, and intergovernmental capabilities.
7. Prepare and coordinate applications, contract documents and approvals needed to secure Federal and State grant funds. Assure contract compliance for all Federal and State grants. Administer contracts and carry out program activities.
8. Seek out new initiatives and funding/grant opportunities consistent with GRADD’s mission and interests of member cities and counties.
9. Work with local officials to identify needed improvements that exist in a particular community and potential resources and solutions for those issues.
10. Provide information and technical assistance to local officials in making informed decisions on matters that affect their community.
11. Participate in agency communications efforts through writing articles for newsletters and annual reports, conducting public outreach related to projects, and making presentations to communities and commissions and other outside groups.
12. Serve as liaison for CED programs under the guidance of the Executive Director and/or CED Director.
13. Perform oversight and monitoring as required by federal, state and local regulations.

**EDUCATION AND SKILLS REQUIRED**

This is an advanced position, requiring at least four to five years of relevant experience, bachelor’s degree in planning, public administration, political science, regional & urban planning, or a related field. The applicant must be detailed oriented, well organized, possess a team approach to problem solving, handle multiple tasks, and collaborate with other staff, local officials and the general public on a regular basis. Applicant must possess excellent oral and written communication skills.

**ABOUT GRADD**

The Green River Area Development District (GRADD) is a regional planning agency serving the communities of Daviess, Hancock, Henderson, McLean, Ohio, Union, and Webster counties in Kentucky. GRADD offers assistance in the fields of aging, health and social services; community and economic development; transportation planning; and workforce development. The mission of GRADD is to afford local governments and citizens a regional forum to identify issues and opportunities; and to provide leadership in planning and implementing programs to improve the quality of life in our district.

*GRADD is an Equal Opportunity Employer, and all qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age or disability.*