

Job Title: COMPASS Program Director

Division: Mayor's Office

Status: Full-time

Salary Range: \$49,077-\$55,849

Job Description: see below

Candidates should submit cover letter and resume to Human Resources Director Sherry Lewis via email: lewiss@huntingtonwv.gov. They may also apply in person at City Hall, Room 145 - HR Office, or complete the online application at www.cityofhuntington.com. Click on "City Government," and then "Employment Opportunities." Applications/resumes will be received through the close of business on Monday, January 22, 2024.



COMPASS PROGRAM DIRECTOR

Job Category: Administrative
Department: Mayor's Office

Job Code No: MYR-05
Pay Grade: A15
FLSA Status: Exempt

BLOOMBERG MAYORS CHALLENGE BACKGROUND

In 2018, the City of Huntington was selected as one of nine cities to participate in the Bloomberg Philanthropies Mayors Challenge, resulting in a \$1 million award to the City to address compassion fatigue for its police and fire personnel. Since the Mayors Challenge, COMPASS has emerged as a global leader in promoting the health, humanity, and performance of police and fire personnel. It is a data-driven, proven model — fully replicable in cities globally. The Program Director is an integral and senior member of the team with high-level exposure to City leadership, departments, stakeholders, and innovative programs.

NATURE OF WORK

This is a highly responsible position involving the sustainability of the Compass Program. The program includes police and fire personnel located in Cabell and Wayne Counties and the city limits of Huntington. The employee is responsible for program execution and evaluation, direction of project support staff, and the maintenance of required records and quarterly reports. Work entails the performance of managerial duties in coordinating and evaluating operational and special services programs for the City of Huntington. Work is performed under the general supervision of the Director of Innovation with considerable latitude for initiative and individual judgment within established policies and regulations.

The ideal candidate possesses a passion for helping first responders. The Program Director is a mission-driven professional who will guide the City through a successful process of generating ideas, developing

detailed implementation plans, and delivering solutions to meet specific targets while setting an environment for change and open collaboration.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Establishes and manages the Wellness Center for police and fire personnel, including instituting excellent office management systems; recruiting, supervising and evaluation of staff; and overseeing day-to-day operations.

Coordinates assigned tasks and goals to ensure they are completed according to specifications, budgets, and timelines.

Regularly communicates with management regarding the program's status and any problems or potential problems. Assists in the development of policies and procedures in the program specialty.

Develops and implements specialized programs and activities.

Develops and devises the scope and sequence of specialized staff training.

Prepares regular and special grant reports.

Manages and maintains strong relationships with a broad set of stakeholders and coordinates the program or grant area with agency departments and other local agencies.

Consults with internal and external experts to generate innovative solutions and assess their feasibility.

Assists in collecting and interpreting data throughout the course of the project and makes changes when necessary based on the results to work toward sustainability of the program.

Promotes courtesy and professionalism throughout the City of Huntington.

Other duties as assigned.

MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with a bachelor's degree in public administration, communication studies, education or related field. Preferred master's degree from a regionally accredited college or university; minimum of five (5) years of professional experience in project management, direct experience working with government or private sector leaders and experience working on a high-performing team; or any equivalent combination of education and experience.

KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of city government and of the internal structure of first responder organizations.

Knowledge of modern theories of compassion fatigue and burnout for individuals dealing with stress.

Excellent time management skills with a proven ability to meet deadlines.

Strong analytical and problem-solving skills with an ability to anticipate problems and develop solutions on a deadline.

Strong supervisory and leadership skills.

Skill in the operation of assigned office equipment.

Proficiency in Word and Excel.

Ability to develop policies and procedures.

Ability to supervise and evaluate the work of staff.

Ability to create comprehensive plans that identify all tasks, resources, and deliverables required to achieve the desired results.

Ability to simultaneously balance a process and protocol that is critical to delivery of services to first responders and think creatively and bring abstract concepts to practical implementation in a very time-constrained environment.

Ability to measure large-scale change across multiple stakeholders and maintain records in program area.

Ability to deliver results in a high-pressure environment with multiple work streams.

Ability to maintain records of program operations.

Ability to communicate effectively, both verbally and in writing.

Ability to make presentations in a public setting providing program updates.

Ability to develop and maintain effective working relationships with educational, health, first responder, and counseling services.

Ability to handle confidential information and matters in a discreet and professional manner.

SPECIAL REQUIREMENTS

Valid driver's license for state in which employee resides.

TOOLS AND EQUIPMENT USED

Motor vehicle, telephone, computer, calculator, copy machine and fax machine.

PHYSICAL DEMANDS

The physical demands described here 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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects and to reach with hands and arms. The employee is frequently required to sit, stand, walk, talk, see, hear and smell.

The employee may occasionally lift and/or move up to 40 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in the office and outdoors in all weather conditions, including temperature extremes and wet and/or humid conditions. Work is occasionally performed in emergency and stressful situations.

The noise level in the office environment is usually moderately quiet in the office and moderately loud in the field.

SUMMARY

The duties listed above 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.

The job description does not constitute an employment agreement between the City of Huntington and the employee and is subject to change by the City as the need arises.