

Job Title: Compass Program Manager
Division: Human Resources
Status: Full-time
Salary Range: \$51,157-\$57,929



Candidates should submit a cover letter and resume to HR Director Sherry Lewis via email at lewiss@huntingtonwv.gov. They may also apply in person at City Hall, Room 145 – HR Office or complete an online application at www.cityofhuntington.com. Click on *City Government*, then *Employment Opportunities*. Applications/resumes will be received through the close of business on Tuesday, March 3, 2026.

COMPASS PROGRAM MANAGER

Job Category: Administrative

Job Code No.: HR-05

Department: Administration and Finance

Pay Grade: A15

Division: Human Resources

FLSA Status: Exempt

NATURE OF WORK

This is a highly responsible administrative position focused on the sustainability of the Compass Program. The program serves City of Huntington police and fire sworn personnel. 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 related to coordinating and evaluating operational and special services programs for the City.

Work is performed under the general supervision of the Human Resources Director with considerable latitude for initiative and individual judgment within established policies and regulations. The position works in collaboration with the Compass Advisory Board and interacts with City leadership, including the Mayor, City Manager and City Council, as needed, regarding program matters.

The Program Manager is a mission-driven professional with a demonstrated commitment to supporting first responders. This individual will guide the City through the generation of ideas, development of detailed implementation plans, and delivery of solutions to meet specific program objectives while fostering an environment of collaboration and positive change. This role focuses on program administration, coordination, and oversight and does not provide clinical mental health services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Manages the Wellness Center and Compass wellness programming for sworn police and fire personnel.

Oversees a specialized, trauma-informed wellness initiative addressing compassion fatigue, cumulative stress, and occupational trauma associated with first responder work, including office operations, staff supervision, and day-to-day program management.

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.

Leads grant writing efforts, including identifying funding opportunities, preparing proposals, and ensuring compliance with grant requirements.

Develops and executes community outreach and fundraising strategies to build partnerships and secure financial support for program sustainability.

Oversees grant compliance activities, including tracking outcomes, maintaining required documentation, and preparing reports for funding agencies.

Tracks program participation, outreach activities, and service utilization to support continuous improvement and funding requirements.

Other duties as assigned.

Promotes courtesy and professionalism throughout the City of Huntington.

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.

NECESSARY 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.

Strong knowledge of grant writing processes and fundraising principles, including donor engagement and stewardship.

Understanding of trauma-informed practices and the occupational stressors unique to law enforcement and fire service professions.

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 cultivate relationships with community stakeholders, philanthropic organizations, and funding agencies.

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 from 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 accommodation 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 accommodation 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.