

City of Sallisaw
Job Description

Job Title: Coalition Manager

Exempt (Y/N): Yes
Date: November 2019

Department: Administration - Grants
Reports To: Prevention Services Director

SUMMARY

Responsible for implementation of Sallisaw NOW Coalition initiatives. The Coalition Manager is responsible for the development and implementation of the community coalitions' work plans and daily operations. Incumbent must have dependable transportation and be able to work flexible hours, according to need. This position is contingent on grant funding.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following. Other duties may be assigned.

- Assume a strong leadership role in development of Coalition goals and programs.
- Responsible for development and monitoring of strategic planning.
- Facilitate community meetings.
- Assist in reviewing and prioritizing trends and choosing strategies and initiatives that directly address the identified problem areas.
- Prioritize task force efforts based on the readiness and capacity of each community annually
- Assist in the development of long-range strategic plan
- Assist in the identification of barriers and opportunities to sustaining efforts in each community served.
- Assume primary responsibility for directing initiatives to sustain the coalition.
- Energize and enlarge Coalition partnership relationships.
- Represent the Coalition at issue-related venues at local, regional, state, and federal levels.
- Assist in preparing reports and documentation for funding entities and program evaluation.
- Ability to articulate the activity of the program in annual reports and in presentations.
- Assist in composing the annual grant request that sustains the activities of the Coalition.
- Appear for scheduled work with regular, reliable, and punctual attendance
- Performs other duties as assigned

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SUPERVISORY RESPONSIBILITIES

Supervision of project staff and volunteers.

EDUCATION and/or EXPERIENCE

Experience working with prevention. Must be Certified Prevention Specialist or obtain certification within 12 months of hire. Bachelor's Degree in related field or minimum 5 years of experience in community coalition management. Computer skills including: Excel, Word, and PowerPoint.

LANGUAGE SKILLS

Ability to read and understand program requirements. Ability to document activities and provide reports. Must be able to demonstrate good communication and management skills. Must have excellent public speaking skills.

INTERNAL AND EXTERNAL COMMUNICATION

Must have strong oral and written communication skills, strong interpersonal and leadership skills, be well organized and able to multitask. Follow through on details necessary to support coalition members and complete projects are essential. Contact with others beyond immediate associates, but generally of a routine nature, Frequent contact with general public, patrons or other outside representatives.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICNESES, REGISTRATIONS

Must have a valid Oklahoma driver's license with driving record suitable to the City's insurance carrier. Must be able to obtain Certified Prevention Specialist (CPS) certification through the Oklahoma Drug and Alcohol Professional Counselor Association (ADAPCA) within 12 months of hire.

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 would be required to sit for periods of time, talking on telephone, working with computers. Travel is required, driving, going in and out of buildings, walking from parking lots and carrying display materials and distribution pamphlets.

WORK ENVIRONMENT

Office setting and meeting rooms within communities. The incumbent must be able to work in a fast-paced environment with demonstrated ability to juggle and prioritize multiple, competing tasks and demands and to seek supervisory assistance as appropriate.

**A pre employment drug test is required. Successful applicant must reside within a 20-minute response time to the city limits of Sallisaw, Oklahoma.

Approved:  _____
City Manager

Date: 12/9/2019