

**ULSTER COUNTY RESOURCE RECOVERY AGENCY
KINGSTON, NY**

Job Title: Coordinator of Organizational Performance and Development	Work Location: Main Office/VMF/Remote
Classification: Administration	Hours Per Week:
Salary: \$50,000-\$54,000	20.00 Hour workweek

Distinguishing Features of the Position:

This position involves strategic planning and execution of capital projects and quality improvement processes to assist the Agency in developing the financial and organizational capacity to meet its long-range goals. The position reports directly to the Executive Director and may be required to attend and participate in meetings of the Board of Directors or other boards/committees. Does related work as required.

Position Responsibilities:

The incumbent in this position may perform some or all of the following as well as other related activities not described:

- Designs and implements organizational performance program to include departmental goal setting, progress monitoring and annual reporting, in consultation with the Executive Director and consistent with the 10-year LSWMP
 - Works with the Executive Director to translate long-range plans into measurable goals and objectives that relate to the performance of organizational units/departments.
 - Support organizational units/departments to adopt an annual goal-setting process and ensure consistency with long-range plans, or, where necessary, escalate changes and issues to the Executive Director for intervention or incorporation into updated long-range plans.
 - Work closely with directors/managers/department heads to monitor progress through quarterly updates, which will be reported to the Executive Director.
 - Establish dashboards and reports to facilitate executive oversight of Agency operations and progress toward unit/department goals and long-term Agency plans.
 - Recommend additional actions to improve organizational performance, including but not limited to data collection/analysis, process improvements, training and professional development, or organizational development.

- Administers all capital grants, budgets, and funding (Federal, State, County, Philanthropic) related to capital projects, including grant research; application development and submission; grant management, compliance and reporting; payment/reimbursement requests; change orders; and all aspects of grant close out.
 - Works at the direction of the Executive Director to collaboratively develop capital project and capital grant priorities.
 - Develops, organizes, and facilitates planning processes to identify and pursue grant opportunities, and supports proactive planning efforts to anticipate and meet grant submission cycles as well as identify new sources of grant funding to support the Agency's capital project plan.
 - Develops and maintains a grant dashboard.
 - Writes and submits grant applications and oversees the management and implementation of such grants once awarded, including reporting and financial requirements.
 - Provides status on pending and funded grant projects; prepares and presents reports including those for Executive Director, Board of Directors or other stakeholders, as necessary.

Special Assignments:

From time to time on a temporary basis or in an emergency situation may assume some of the responsibilities of other job positions.

Full Performance, Knowledge, Skills and Abilities, and Personal Characteristics:

Good knowledge of grant research, writing and management best practices; Good knowledge of, and experience with, Federal, State and Local grant programs, particularly those that apply to regional solid waste authorities; Good knowledge of capital project planning, including estimation, bidding and procurement processes, project management, and municipal financing; Good knowledge of organizational performance models and methods, especially as they pertain to municipal authorities; Excellent written and verbal communication skills; Ability to manage multiple complex projects from start to finish.

Minimum Requirements:

Possession of a four-year degree from an accredited college or university, with preference for degrees/programs of study that are relevant to the position, such as Business or Public Administration, Organizational Design, Municipal Finance or similar, AND

At least four years of experience in municipal grants administration, program development, organizational design and/or performance management, OR

At least eight years of combined experience and education consistent with the requirements above.

SALARY & BENEFITS:

Part-time (20 hours per week). Benefits include NYSLRS, PTO, and health and dental benefits. Salary \$50,000-\$54,000

Adopted: April 25, 2024
Resolution #2616