



Center for Local Government

4015 Executive Park Drive, Suite 226 Sharonville, OH 45241

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PART-TIME PROGRAM COORDINATOR: CENTER FOR LOCAL GOVERNMENT

The Center for Local Government (CLG), based in Cincinnati, Ohio, is seeking an articulate, creative, outgoing, self-motivated individual for the position of Program Coordinator. CLG is a non-profit consortium of 72 local governments in Southwest Ohio. Our mission is to improve public service delivery by the cities, townships, and villages in southwest Ohio, especially among member jurisdictions, through improved information exchange, cost reductions, shared resources, interjurisdictional collaboration, and new approaches to capital and skills acquisition. More information can be found at www.C4LG.org.

Duties and Responsibilities

The Program Coordinator will report to the Executive Director. This position requires the candidate to coordinate, with the assistance of other staff, various programs throughout the year. The Program Coordinator should expect to:

- Coordinate a variety of programs that are operated by CLG:
 - Annual Survey – a multi-part survey that requests member information in areas including general community information, employee salaries, and employee benefits.
 - Justified Use of Force Simulator (JUFS) program – a VR-based or screen-based use of force simulator used by a consortium of police departments.
 - Health Insurance Benefits Pool (CLGBP) – a health and dental insurance consortium for local governments.
 - Public Works Mutual Aid (PWMA) program – this program allows members to coordinate the use of public works equipment in the event of a natural disaster or other emergency.
 - Spot Surveys – survey topics are requested to CLG from member jurisdictions and can be on any topic of interest to local governments.
 - Pay Database – this database of pay ranges for positions within local government is maintained by CLG.
 - Xavier Partnership – this partnership includes tuition discounts for our members and training collaboration
 - Energy Consortium – this program is a collaborative of several local governments to acquire a fixed rate for energy usage by their own facilities.
 - Assist other CLG Staff with the following programs:
 - WD Heisel Memorial Scholarship
 - Southwest Ohio Regional Refuse Consortium (SWORRE)
 - Treasury Asset Management Collaborative (TAMC)
 - CLG Annual Report and Annual Meeting
 - Leadership Academy

- Assist with the development of new CLG programs (primarily shared services between governments, information sharing, or training) as assigned by the Executive Director or through your own initiative.
- Basic office management – ordering supplies, answering phones on occasion, etc.
- Assist the CLG staff in other tasks as necessary.

Qualifications

- Clear and concise communication skills. Willingness to reach out and build relationships with stakeholders *in person and by phone* in addition to electronic communications.
- Experienced with meeting facilitation. (Primarily related to brainstorming and then managing projects).
- Possess a working knowledge of the latest Microsoft Office Suite including Word, Excel, and Power Point.
- Willingness to learn new computer-based skills. Candidate will be expected to learn the Knack data management system, StreetsmartsVR (JUFS) related software, and Wordpress website software after hire.
- Demonstrated ability to work independently. (However, the candidate will often be working in team environments as well).
- Willingness to learn about the local government field.
- Strong organizational skills and detail oriented.
- Willingness to be flexible on work hours – mostly during the normal workday but could include an occasional early evening or weekend. (Roughly 1 time per year based on past experience).
- Must have a valid driver's license and access to a vehicle.

Education and Experience

At a minimum:

- High School Diploma and experience working with program development, management, or other aspects of program or project management

And/or

- Bachelor's Degree in political science, planning, public administration, organizational leadership or related fields.

Compensation and Hours

\$25,000-27,000 per year; commensurate with experience

Part-time position (up to 24 hours / week) - Schedule flexibility available; retirement and health/dental insurance benefits available

How to Apply: Please email a cover letter and your resume to: Drew Tilow, Executive Director (DTilow@C4LG.org)

Deadline for applications: TBD

CLG does not discriminate on the basis of gender, race, ethnicity, religion, or sexual orientation.

**Center for Local Government
Summary Schedule of Benefits**

This summary represents a basic framework of the benefits offered by CLG. A more detailed document will be provided to anyone granted an interview. As always, full copies of our personnel policies (e.g. our leave policy) are available upon request.

Base Salary: **\$25,000-27,000 starting pay.** Pay increases will be predicated on a combination of COLA and performance reviews.

Reimbursements: Employee shall be reimbursed for reasonable travel expenses, including air, rail or bus fares, parking, lodging, and meals if the employee is on official business for the Center for Local Government (CLG); and /or for training or professional development as approved by the CLG Executive Director. Employee shall also be reimbursed for any authorized purchase made on behalf of the Center for Local Government with his/her own money.

Personal Days (Sick Leave / Vacation): Full-time, full year employees are eligible for PTO, which is earned at a rate ranging from 120 hours per year to 200 hours per year, depending upon years of service. Part-time employees are eligible for pro-rated PTO based on the average hours per week worked. PTO is earned at the time of employment and replenished every following year at the beginning of the calendar year. All CLG Employees are entitled to two Floating Holidays per calendar year to be used at their discretion, with the approval of the Executive Director.

Years of Service	Annual PTO (hours)	Cumulative Leave Maximum Carryover (hours)
1 to 2 years	120 (15 days)	40 (5 days)
3 to 5 years	160 (20 days)	60 (7.5 days)
More than 5 years	200 (25 days)	80 (10 days)

The following excused absences do not count against your paid leave time (in addition to PTO, disability, FMLA leave, and leave of absence):

- *Jury Duty*
- *Military Training Leave*
- *Short-term Disability:* You are required to use your accrued PTO under the Center's policy for FMLA policy before short-term disability benefits will be received. Once the elimination period is satisfied and you have used the required PTO, you are eligible to receive a weekly benefit of 60% of your basic weekly salary. Short-term disability payments begin after the 30th calendar day and continue for the duration of the disability to a maximum of 13 weeks.
- *Bereavement Leave*
- *Weather-Related Closures*
- *Emergency Closures*

Holidays: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day. If the holiday falls on a weekend, the paid off day will be the weekday immediately preceding or following the holiday.

Deferred Compensation: A 403B retirement plan will be set up with TIAA-CREF for full-time employees. This retirement account is optional for part-time employees. CLG will match up to \$100/month for retirement contributions.

Please note that CLG is not a member of the Ohio Public Employee Retirement System (OPERS).

Insurance: The Center for Local Government offers health insurance, dental insurance, life insurance, and short-term disability insurance for full-time employees. Insurance benefits may be available to part-time employees on a case-by-case basis. The share of the premium is split 80% employer / 20% employee.

Please note that copies of all policies and procedures (e.g. the full leave policy) are available upon request.