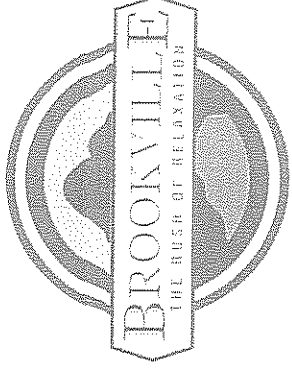


**Job Summary:**

The Director of Special Projects will conduct long-range planning for the Town of Brookville's facilities and services, implementing solutions and projects as approved.

This position will be responsible for the successful implementation of new projects and initiatives including but not limited to State and Federal funded Grant Programs and Economic Development activities.

All applications are due to the Town Administration Building located at 1020 Franklin Avenue by Friday, January 14, 2022 at 4:00 p.m.



## Director of Special Projects

### Job Summary:

The Director of Special Projects will conduct long-range planning for the Town of Brookville's facilities and services, implementing solutions and projects as approved. This position will be responsible for the successful implementation of new projects and initiatives including but not limited to State and Federal funded Grant Programs and Economic Development activities.

### Supervisory Responsibilities:

- Recruits, interviews, hires, and trains staff to assist with projects.
- Oversees the daily workflow related to various projects and their development.
- Responsible for the administration of town personnel policies and practices, rules and regulations, and programs of the Town Council
- Responds to personnel concerns, conducts investigations, negotiations and dispute resolution involving any labor matter
- Supervises, directs, and assumes responsibility for the efficient administration of all functions and activities

### Duties/Responsibilities:

- Serves as the liaison between the Town Council and other local, State and Federal officials, as well as Town Counsel and other advisors to the Town
- Serves as a liaison with department heads, and appointed officials, and Town Council members, to ensure that organizational goals are met.
- Prepares for and attends Town Meetings and provides informational support at all of its proceedings.
- Attends Brookville Redevelopment Commission Meetings as the Town's liaison
- Serves as Brookville's appointment to Franklin County Economic Development Commission in the event another representative is unable to be identified
- Drafts schedules for implementation of long-range plans and proposals.
- Monitors project progress, drafting and distributing periodic progress reports for leadership and stakeholders.
- Maintains compliance with applicable laws, regulations, policies, and best practices.
- Represent the town in a professional manner at all times.
- Performs other related duties as assigned.

### Required Skills/Abilities:

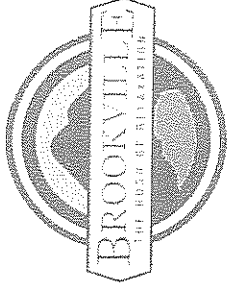
- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Proficient with Microsoft Office Suite or related software.

### Education and Experience:

- Bachelor's degree in Economics, Business Administration, or related field preferred. High School diploma required
- Related experience required, with high-level management experience preferred.

### Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.



## Application for Employment

Today's Date \_\_\_\_\_

**Personal Information**

Name \_\_\_\_\_ (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Middle) \_\_\_\_\_ Cell Phone #: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

Address \_\_\_\_\_ (Street) \_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip Code)

Are you 18 years of age or older? Yes  No

Are you legally eligible to work in the United States? Yes  No

Have you ever previously been employed by this Town? Yes  No  If yes, when? \_\_\_\_\_

Do you now or have you ever had a relative employed by this Town? Yes  No

If yes, who? \_\_\_\_\_

Have you ever been arrested or convicted of a crime that has not been expunged by a court?

Yes  No  If yes, please explain. \_\_\_\_\_

\*Candidates selected for probable employment who are age 18 or older may be required to consent to a background check as a condition of employment.

**Employment Desired**

Position Desired: \_\_\_\_\_ Date Available to Work: \_\_\_\_\_  
 (Please list the title of the position as posted and do not leave blank or list "any.")

Status Desired: Full-time  Part-time  Desired Hourly Rate/Base Salary: \_\_\_\_\_

Are you available to work: \_\_\_\_\_  
 Weekday/daytime hours? Yes  No  Weekday/evening hours? Yes  No

Saturday? Yes  No  Sunday afternoon? Yes  No

Are you currently employed? Yes  No

If so, may we contact your present employer? Yes  No

Educational Information	Name and Location of School	# of years attended	Degree Received	Subjects Studied/Major
High School				
College or University				
Other (Technical/Trade School, Business School/Other)				

APPLICANT'S PRINTED NAME: \_\_\_\_\_

Employment History: Include your last seven (7) years of employment history, including periods of unemployment, starting with the most recent and working backwards in time. Attach additional sheets of paper if needed. *Incomplete information could disqualify you from further consideration.*

From: \_\_\_\_\_ To: \_\_\_\_\_  
(Month/Year) (Month/Year)

Employer's Name: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

Position/Title: \_\_\_\_\_ Part-time  Full-time

Briefly Describe Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Supervisor's Name/Title: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_  
(Month/Year) (Month/Year)

Employer's Name: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

Position/Title: \_\_\_\_\_ Part-time  Full-time

Briefly Describe Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Supervisor's Name/Title: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_  
(Month/Year) (Month/Year)

Employer's Name: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

Position/Title: \_\_\_\_\_ Part-time  Full-time

Briefly Describe Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Supervisor's Name/Title: \_\_\_\_\_

APPLICANT'S PRINTED NAME: \_\_\_\_\_

Other Skills/Memberships and Affiliations

Do you have any special skills, volunteer experience and/or training that would enhance your ability to perform the position applied for?  
Yes  No   
If so, please explain:  
\_\_\_\_\_  
\_\_\_\_\_

Do you hold a license or professional certification? Yes  No   
If so, please specify:  
\_\_\_\_\_  
\_\_\_\_\_

Do you participate in any professional associations that would enhance your ability to perform the position applied for?  
Yes  No   
If so, please explain:  
\_\_\_\_\_  
\_\_\_\_\_

**References:** Please give the names of three persons not related to you, and preferably who you have worked with/for and whom you have known at least 3 years.

<u>Name</u>	<u>Address/Phone/Email</u>	<u>Company Name</u>	<u>Years Known</u>

**Please read carefully before signing.**

The Town of Brookville is an equal opportunity employer. The Town of Brookville does not discriminate in employment on account of race, color, religion, sex (pregnancy, gender identity, and sexual orientation), national origin, age (40 and over), disability, genetic information as referenced in the Genetic Information Nondiscrimination Act (GINA), military service veteran status or any other protected class as defined by federal, state, and local laws. The Town of Brookville will comply with its obligation to provide reasonable accommodation to qualified individuals with disabilities.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes an obligation for the Town of Brookville to hire me. If I am hired, I understand that either the Town of Brookville or I may terminate employment at any time for any reason, with or without cause and without prior notice. I understand that no representative of the Town of Brookville has the authority to make any assurance to the contrary. In addition, I understand that the Town of Brookville utilizes the national E-Verify system to confirm my employment eligibility.

I attest with my signature below that I have given to the Town of Brookville true and complete information on this application. No requested information has been concealed. I authorize the Town of Brookville to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for denial of employment or immediate dismissal.

(Signature of Applicant) \_\_\_\_\_ (Date) \_\_\_\_\_

**Note:** Applications for employment will be kept on file for three-years from the date of completion.