



Madison County Vacancy Announcement

Unified Madison Opioid Response Grant Project Director

Position Summary:

Madison County is seeking a qualified individual to serve as the Program Director for the Dogwood Health Trust Grant it will be receiving. This position's primary responsibility will be to support Madison County in planning for opioid settlement funding including: facilitation and/or coordinator of planning, needs assessment, data collection and/or analysis, partnership building, development of workforce, implementation and/or sustainability plans, capacity building, and administration/reporting. This is a temporary grant-funded position.

This position will report to the County Manager.

This position is non-exempt under the Fair Labor Standards Act.

Where to Apply:

The position is open until filled. Submit a North Carolina State Application (PD 107) with a cover letter to Madison County Human Resources. To obtain an application, visit <http://www.madisoncountync.org/employment.html>. Applications will be accepted at the Madison County Human Resources Office, 107 Elizabeth Ln., Marshall or mailed to: Madison County Human Resources, PO Box 579, Marshall, NC 28753.

Madison County Government is an Equal Opportunity Employer.

Essential Functions:

- Monitor grant and reporting status and initiate appropriate actions to ensure timely, accurate, and thorough processing.
- Collaborate with team members to manage internal processes, documentation, grant budget information, and evaluation metrics.
- Provide quarter budget updates
- Gather and continually update knowledge on the needs of residents and how this grant can best be used to benefit them.
- Gather data and information and compile it to assist the County with identifying and implementing strategies that best meet the needs of its residents.
- Implement priorities of the initiative
- Build and enhance relationships with community leaders, organizational leaders, and other partners.
- Maintain involvement from community members, employees, businesses, and other key stakeholders.
- Responsible for the annual financial and impact reporting to the State.

- Responsible for organizing and facilitating the necessary annual public meeting between county leadership and local municipalities.

Education:

Graduation with an Associate's degree in business or related field preferred and some experience in grant management; or an equivalent combination of education and experience.

Knowledge, Skills, and Abilities:

- Previous experience with grant proposals and projects
- Experience in program management
- Strong technical computer skills
- Strong active listening, oral, and written, communication skills
- Budget management and reporting experience
- Ability to build successful relationships with local leaders and organizations and engage people from a diverse background in a variety of settings.

Physical Requirements:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with ADA requirements, reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Additional physical requirements:

- Must be able to perform the basic life operational skills of stooping, kneeling, crouching, reaching, pushing, pulling, lifting, fingering, talking, hearing and repetitive motions.
- Must be able to perform light work, exerting up to 20 pounds of force occasionally and/or 10 pounds of force frequently and/or a negligible amount of force frequently or constantly to lift, carry, push or otherwise move objects.
- Must possess the visual acuity to prepare and analyze data and figures, perform accounting tasks and operate a computer terminal.

Requirements: Applicant must be willing to submit and pass a pre-employment drug/alcohol test as well as a criminal background check. This position is subject to health and safety sensitive drug screens. Must possess a valid North Carolina Driver's License.