

*Limestone
County Commission*

*Chairman
Collin Daly*

*Administrator
Ellen Morell*



*Commissioners:
Daryl Sammet
Danny Barksdale
Derrick Gatlin
LaDon Townsend*

THE LIMESTONE COUNTY COMMISSION HAS AN OPENING FOR:

**Grants, Community Relations, and Legal Specialist
Legal**

**Alabama Career Center
2535 Sparkman Dr. NW
Huntsville, AL
Phone: (256) 851-0537**

Or

**Limestone County Commission
310 W. Washington St.
Athens, AL
Phone: 256-233-6400**

Or

Online: <https://limestonecounty-al.gov/doing-business/jobs>

MONDAY THROUGH FRIDAY, 8:00 A.M. UNTIL 4:30 P.M.

**SEE ATTACHED JOB DESCRIPTION FOR TYPICAL DUTIES
AND RESPONSIBILITIES**

SALARY \$30.50 - \$51.23 PER HOUR

APPLICATIONS WILL BE ACCEPTED THROUGH

MONDAY, JANUARY 16, 2023

AN EQUAL OPPORTUNITY EMPLOYER (M/F/V/D)



Grants, Community Relations, and Legal Specialist Legal

CR/1
Job Grade: 21

JOB SUMMARY

This position is responsible for managing the administration of grants, for directing county community relations and marketing functions, and for assisting the County Attorney with legal functions.

MAJOR DUTIES

- Oversees grant application and management processes for all county departments; researches and identifies grant funding sources; maintains county data used in grant applications; presents grant proposals to the Commission for approval; attends grant compliance workshops; reviews regular reports from department receiving grants; prepares and submits required reports to granting agencies; files reimbursement requests.
- Develops, implements, and maintains comprehensive community relations, public relations, and communication programs for the county.
- Prepares newsletters and press releases to communicate with the general public.
- Takes photographs and videos for use by the County Commission and for distribution to the news media.
- Provides information to the news media regarding upcoming events, programs, and projects.
- Maintains a comprehensive press release policy, communicates the policy to departments, and monitors compliance.
- Updates and maintains the county website and social media accounts.
- Coordinates speaking engagements for the Chair; assists in preparing presentations.
- Provides assistance to the Chair on special projects, including economic development projects; responds to complaints and inquires on behalf of the Chair and prepares correspondence.
- Serves as the county representative at Emergency Management Association meetings and serves as EMA spokesperson for TVA Browns Ferry Nuclear Plant disasters; serves as a member of the

Emergency Operations Center Team during severe weather events.

- Attends special events to represent the county.
- Assists and supports the County Attorney as needed.
- Reads, drafts, revises, researches, reviews, and verifies correspondence, reports, and legal documents.
- Represents County Attorney by communicating on his or her behalf and obtaining information, following-up on delegated assignments, and knowing when to act and when to refer matters to County Attorney.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of grant application and management principles.
- Knowledge of communications and public relations principles and practices.
- Knowledge of media relations principles and practices.
- Knowledge of emergency communications principles and practices.
- Knowledge of legal principles applicable to county government.
- Knowledge of county policies and procedures.
- Knowledge of computers and job-related software programs.
- Skill in communicating critical information to the public.
- Skill in public relations.
- Skill in oral and written communication.
- Skill in coordinating activities with wide variety of parties.

SUPERVISORY CONTROLS

The Chair of the County Commission assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include relevant federal, state, and local laws; grant requirements; and county policies and

procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied public relations, grant management, and legal work duties. The need to communicate clearly and effectively to a diverse audience contributes to the complexity of the position.
- The purpose of this position is to direct county community relations and grant management activities. Successful performance contributes to effective communication of information to the public and to the successful acquisition and management of grant funds.

CONTACTS

- Contacts are typically with county department heads, representatives of federal and state agencies, elected and appointed officials, members of the news media, TVA employees, representatives of a variety of community groups and organizations, and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, motivate persons, justify matters, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, stooping, bending, crouching, or walking. The employee frequently lifts light and occasionally heavy objects.
- The work is typically performed in an office and outdoors.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Alabama for the type of vehicle or equipment operated.