

Oil City Weed and Seed Initiative

This initiative is to develop an innovative and comprehensive multi-organizational approach to prevention, intervention and treatment in the target area (refer to map) to strengthen families, revitalize the area, and increase resident involvement in the community. The approach will address the “weeding” out of violence and drugs and the “seeding” of educational, recreational, social, residential, and economic development programs, to create a safe environment and enrich the quality of life. The initiative is also for the purpose of integrating federal, state and local law enforcement and criminal justice efforts with social services, the private sector and community efforts to increase the impact of existing programs and resources. This is a Pennsylvania Commission on Crime and Delinquency (PCCD) funded initiative.

Job Description for Website

The Oil City Weed and Seed Program Site Coordinator consultant position is hired by the City of Oil City, based on recommendations from the Assistance for Impact Delegation (AID) Team, with final approval from the Director of the Pennsylvania Weed and Seed Initiative. The Coordinator will be accountable to the City Manager, with guidance being provided by the AID Team and must comply with regulations of the PCCD (Pennsylvania Commission on Crime and Delinquency). The Oil City Weed and Seed Program Site Coordinator will assist in developing a strategic revitalization plan that will build and sustain community safety and economic opportunity for all residents in the targeted area (see map); recruit key partners and members of the AID Team; identify resources that may be utilized in the target area to achieve goals and objectives of the revitalization plan; identify activities to ensure that goals and objectives are being met; and mobilize community action through committee involvement of residents in the target areas. The Site Coordinator will be expected to work full-time devoting 100% of his/her time to the Weed and Seed Program in the target area. Evening and weekend events may occur that will require the attendance of the Site Coordinator. The Site Coordinator will be expected to attend all local Weed and Seed AID Team meetings and state required meetings and will serve as the local contact person for the PCCD staff. The Coordinator will also be responsible for disseminating information to the AID team and the community.

Professional Experience

Minimum B.S. degree in Social Sciences; Behavioral Sciences; Criminal Justice; Business Administration or a discipline relating to qualifications necessary for this position or equivalent experience.

Minimum of five years of experience in the following areas: community and economic development; program management; program assessment; policy development; grant writing; advocacy; facilitation; strategic planning; research and analytical skills; and a familiarity and understanding of the targeted area. It is expected that the Site Coordinator will possess reliable transportation and will maintain a regular presence in the targeted area and community.

Overall Responsibilities

Recruit community leaders, residents and resource providers to maintain the Weed and Seed AID Team

Work with the State Weed and Seed Director to hold an AID Team orientation

Review by-laws annually to ensure compliance with all federal, state and local requirements and suggest changes to the AID Team

Follow Robert's Rules of Order and procedures as per the by-laws

Facilitate the AID Team to develop and implement a revitalization plan

Develop, implement and administer strategies for the targeted area

Work with both law enforcement and community resources to combat crime and violence, address the harm they cause to community life, and conduct follow-ups with the agencies as necessary

Work with the police liaison to ensure the proper 'weeding' and 'seeding' of the target area

Ensure that goals of the Weed and Seed Initiative are being met

Work with the AID team to complete a revitalization plan that is based upon the 4 key principles of the program, the goals and objectives of the grant, and that addresses the priority issues identified in the community survey

Procure funding through grants and/or other avenues or agencies to enable the Oil City Weed and Seed Initiative to become a sustainable program

Develop and maintain effective working relationships with PCCD staff, local leaders and community organizations to gain support and/or resources to build new community, economic and social opportunities

Facilitate PCCD technical assistance and training for AID Team members

Attend all necessary local and state training meetings for Weed and Seed

Perform monthly announced and unannounced site visits of programs/projects funded by PCCD

Perform daily monitoring of Egrants system

Submit monthly site activity reports by the 15th of each month and a comprehensive year-end report by August 31st

Communicate and coordinate with City Departments as needed

Communicate and coordinate with community and neighborhood organizations

Knowledge, Ability and Skills

Strong written and verbal communication skills

Ability to speak effectively to large groups

Computer skills including data gathering and website monitoring

Ability to establish and maintain effective positive working relationships with all contacts

Ability to work independently, make decisions, solve problems, multi-task and organize

Ability to analyze and present complex issues

Ability to understand and prepare grant applications, concept papers and request for proposals's (RFP)

Ability to manage projects and knowledge of strategic planning

Ability to understand and, prepare budgets and financial reports

Ability to interpret and administer statewide programs, policies and procedures

Ability to facilitate community volunteers and projects

Knowledge of the structure and operations of local and state government and their relationship to Federal, state and local issues

Must be able to obtain or currently have the appropriate required local, state, and federal clearances.

Application Process Requirements

Submit cover letter, resume, and list of four references (including contact information) by the close of business on Monday, February 22, 2010 to:

City of Oil City
Attn: City Manager
"Weed and Seed Coordinator Position"
21 Seneca Street
Oil City, PA 16301

Or electronic copies can be submitted via email at manager@oilcity.org with the heading "WEED AND SEED COORDINATOR POSITION".

The City of Oil City is an Equal Opportunity Employer. A copy of our Equal Opportunity Employer Plan is available for review upon request.