

City of Sumter



VACANT POSITION **Community Improvement Specialist**

Job Purpose: Primary responsibility will be to research applicable potential grant opportunities, drafting letters of inquiry and grant proposals. Will work closely with the Community Improvement Coordinator to implement the City's mission statement as it relates to providing excellent service to enhance the quality of life for our diverse community; assists with preparing reports and performance indicators for the Finance department; works with members of Administration to coordinate, plan and provide support in relation to special projects; must possess the ability to follow management directives regarding time sensitive projects to include but not limited to: policy, financial, communication, cost benefit analysis, process improvement evaluation, work standard reviews as well as staffing studies. Must possess a strong ability to write, think creatively, analyze, communicate and work well on all levels. Reports to the Community Improvement Coordinator.

Minimum Qualifications: A Bachelor's degree in Business or related field and two years experience in administrative and/or public relations; or any equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Master's Degree preferred. Applicant must be customer service oriented, have experience in conflict resolution and innovation problem solving, and possess the ability to work in a fast pace environment. Excellent planning and organizational skills are essential as well as a proficiency in using Word, Excel and PowerPoint. Must be willing to work nights and weekends.

Deadline to Apply: Open until filled
Mail resume with cover letter and application from www.sumtersc.gov to:
City of Sumter Human Resources
21 N. Main Street
Sumter, SC 29150