

January 26, 2024

Denise,

Wake County Health & Human Services (WCHHS) has a department-wide contract with The Greer Group that serves as the legal document for temporary WCHHS employees hired through the firm, including Ms. Tamara Strickland, Wake County JCPC Coordinator. This agreement serves as the contract for professional services referenced in the Administrative Program Agreement.

The timeframe for the contract with The Greer Group is July 1, 2023 through June 30, 2024 and the maximum amount encumbered on this contract for the JCPC Coordinator is \$20,500 with the Wake County JCPC budgeting \$15,000 for administrative support for FY 24.

Attached are the administrative responsibilities of the Wake County JCPC Coordinator. Due to the length of the WCHS contract with The Greer Group and its use for more than just Wake County JCPC Administration, we ask that DPS please waive the requirement that this be included in the required certification documents.

Thank you for your consideration,

Darryl Blevins, MS

Eastern Regional Center Director

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**Wake County Juvenile Crime
Prevention Council Coordinator
Part-time position**

Position responsibilities

Provides administrative support to the Juvenile Crime Prevention Council, a Wake County Board of Commissioner appointed commission.

Provides planning and coordination of monthly meetings to include:

- Drafting and finalizing meeting agendas,
- Coordinating meeting logistics (ordering meals, preparing handouts, setting up meeting room)
- Taking and distributing meeting minutes and
- Sending email reminders to members.

Provides coordination of ad hoc committee meetings as needed, with occasional facilitation responsibilities

Drafts the Council's annual comprehensive plan

Acts as liaison with community programs, state representatives and other partners as needed

Knowledge, Skills and Abilities

- Strong communication skills, written and verbal
- Strong Interpersonal skills - Ability to build and maintain positive relationships with volunteer Council members and community members
- Someone who can independently take on and accomplish tasks and process accurately and completely
- Ability to take prompt action to accomplish work and be proactive
- Adaptable, comfortable with change
- Proficient in Word, PowerPoint and Excel and have aptitude to learn additional software as needed

Minimum Requirements

2-year associate degree in Business Administration, Office Administration or Equivalent Three years of experience in administrative support work.
Equivalent education and experience accepted

Part-time schedule

6-10 hours per week, with some flexibility. Some weeks may require more time while other weeks will require less, depending on work cycles of the Council

Position averages 20-30 hours per month