

John D. Turack

Community and Economic Development Educator

Current as of 07/01/2007

EXPERIENCE

Penn Sate Cooperative Extension in Westmoreland County/Smart Growth Partnership

Community and Economic Development Educator, 2007-present

Blairsville Improvement Group (BIG), Main Street Program Manager, 2005-2007

- Coordinate and administer Blairsville's Main Street Program, and manage BIG's parent 501 (c) 6 non-profit corporation as Executive Director using the Pennsylvania Downtown Center's volunteer-based/dependant, four-point committee approach of Organization, Economic Restructuring, Design, and Promotions
- Compose grant proposals/applications and fundraising letters; administer grants and donations received
- Create and direct press releases, newsletters, emails, letters, website, and other communication vehicles; establish and maintain communications and relationships with elected and agency government officials

Washington Township Supervisor, 2002-Present

Supervisor, Elected Position: Three-member board, Vice-Chairman 2003-2004

Director, Appointed Positions: Director of Public Services, Director of Human Resources

- Coordinate and direct office staff, police department, public works department and other township personnel
- Create and direct press releases, newsletters, emails, letters, website, and other communication vehicles; establish and maintain communications and relationships with elected and agency government officials
- Oversee and operate Geographic Information Systems, ArcView3.2, ArcGIS8.2, and direct IT network personnel
- Recruit, organize and mobilize individuals for various community volunteer groups, commissions and committees
- Coordinate, organize, promote and fundraise for the community's annual Fort Hand Festival at Kunkle Park, and coordinate the festival's volunteer staff, vendor activities and entertainment
- Compose grant proposals and fundraising letters; administer grants and donations received

Independent Consultant/ Freelance Journalist, 1990-Present

- Produce newsletters, plan events, issue press releases, proofread written communications, draft letters, write articles, design and produce questionnaires and surveys, photograph events, write and design ads, interview and develop strategy for various organizations and individuals

Fatur's Foodland, Meat Department Manager/Assistant Store Manager, 1982-2004

- Hired, trained, scheduled, disciplined, and motivated department personnel and 50-70 store personnel
- Worked extensively with teenage workforce and acted as a surrogate career advisor
- Practiced inventory control and marketing of products and services
- Managed customer relations
- Planned, initiated, and implemented policy
- Planned, produced, and implemented department and store promotions and advertisements
- Performed end-of-the-day audits and closing procedures
- Acquired 24 solid years of management experience

EDUCATION

University of Pittsburgh, Greensburg, PA, 1991

B.A. English Writing — Public Relations Emphasis, 3.7 GPA

- Political Science Minor...Management, Communications, Psychology Concentrations
- Summa Cum Laude ...National Honor Society...Sigma Tau Delta, English Honor Society...Deans' List

Post-Baccalaureate Activities

- Introduction to Geographic Information Systems, Planning Methods, Indiana University of Pennsylvania
- Trade/Professional Certificates and Seminars and commitment to Life-Long Learning

CERTIFICATIONS

Pennsylvania Downtown Center (PDC) – Main Street Program PDC Manager’s Institute

Local Government Academy – 2001-2002 Newly Elected Officials Course; 2002 Spring Grant Writing Workshop; 2004 Saving on Personnel Costs, Multi-Municipal Planning

Center for Local Government Services/PSATS – The ABC’s of Land Use Management; Budget Development and Management; Regionalizing Municipal Police Services; Journey of a Township Supervisor; Its All Downhill, Proper Drainage Techniques; numerous other certificate and non-certificate training workshops and sessions.

The Governor’s Center for Local Government Services, PennDOT, The Appalachian Regional Commission, and the Department of Community and Economic Development 2005 Pennsylvania Leadership Institute -- “The Path to Excellence in Governance”

PENNDOT – Training for Municipal Officials, Secretaries and Treasurers.

SPC/Penn State Cooperative Extension – Intermediate ArcView 9

DEP/GSPIA University of Pittsburgh – Watershed Evaluation Spatial Training

Westmoreland Conservation District – Partnerships and Solutions...Protecting Natural Resources, Engineers Workshop

Pennsylvania Municipal Planning Education Institute, PMPEI – The Basic Course for Planning Commissioners; Zoning, Sensible Development Practices

PA Recreation and Park Society/DCNR-- Trail Design, Construction, and Maintenance Workshop

AWARDS

Recipient of the Pennsylvania Association of Conservation Districts 2005 Elected Official Recognition Award

COMMUNITY SERVICE / INVOLVEMENT

Westmoreland Conservation District, Associate Director, 2004-Present

- Member of the Education Advisory Committee, and the Communications Committee
- Participated in the Pennsylvania Storm Water Management Best Management Practices Handbook focus group

Water Resources Education Network Source Water Protection Grant, Beaver Run Reservoir, 2004-2006
Project Leader

- Coordinated partnering organizations to provide water quality protection education
- Administered grant

Future of Westmoreland Agriculture – Leadership Council, Communications Committee, 2004-2006

- Assisted in development and implementation of communications plan and vehicles, coordinated meeting logistics, identified audiences and facilitated communications among those audiences; coordinated volunteers with agency staff

Westmoreland County Association of Township Supervisors – Chairman, Resolutions Committee, 2004-Present

Washington/Bell Lions Club – Public Relations/Membership Director, 2002-Present

Westmoreland County Comprehensive Plan Steering Committee – appointed position, 2002-2004

- Participated in the generation, compilation, and analysis of statistics, questionnaires, surveys and other public relations tools and data.

Township Auditor, Elected Position, 1994-2002