

## CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):  
vacant  
  
Work Phone:
2. Class Title (i.e. payroll title):  
Community Development Specialist 2
3. Working Title (if any):  
Continuum of Care (CoC) Coordinator
4. Name & Class of First-Line Supervisor:  
Susan Morrison, Community Development Grants Supervisor  
  
Work Phone:
5. Department, Division & Section:  
Community Development Division, CDBG Unit
6. Work Address:  
MMB
7. Hours/Week:  
  
Start time:                      End time:
8. Date of hire in this position:
9. From approximately what date has employee performed the work currently assigned:

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10. Position Summary:

This is responsible Community Development work largely intended to support work done by and on behalf of the Dane County Continuum of Care (CoC), of which the City of Madison is a member. This position will work to implement a community wide process to manage and coordinate the efforts of local homeless providers and related organizations to meet the goals of preventing and ending homelessness. This position will coordinate the CoC Homeless Assistance Grant Application processes by working with agencies submitting renewals, agencies reallocating funds and recruiting new agencies to fill identified CoC gaps. This position will also provide a systematic way to conduct program evaluations of federal, state and locally funded CoC activities and will coordinate with City staff that evaluates City-administered grant programs. The position will provide technical assistance and contract with outside expertise as needed, coordinate the CoC's response to the Madison & Dane County Consolidated Plan processes, which are required by the federal government, and provide guidance to City and County policy makers and elected officials with respect to objectives and strategies addressed in the Community Plan to Prevent and End Homelessness in Dane County. Work is performed with general supervision provided by the Community Development Grants Supervisor.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)
- 45% A. Management and Coordination Activities
    1. Work with service agencies, funders and other stakeholders to identify unmet needs in serving homeless populations.
    2. Help to establish specific and measurable goals and objectives around homelessness.
    3. Work with CoC leadership to establish priorities for use in guiding the work of the organization's members and in making resource allocation decisions.
    4. Research and identify effective strategies and best practices that are used to address homelessness.
    5. Provide staff support to facilitate collaboration and coordination around the delivery of homeless services.
    6. Help to identify and address needs for staff training and development.
    7. As requested by the CoC Board, represent the CoC at meetings and conferences and engage in advocacy related to homeless issues.
    8. Provide support to help improve communications between and among CoC service providers, their peers across the country, policy makers, the public and other stakeholders.
  
  - 25% B. CoC Application Activities
    1. Identify review federal and state notices of funding availability to determine applicability to the CoC, eligibility parameters, process requirements, etc., and disseminate that information to CoC member agencies.
    2. Provide support to the CoC and its Board in developing and executing strategies and internal processes necessary to pursue available funds.
    3. Provide technical support to CoC agencies to facilitate the preparation and submission of grant proposals, including any required pre-application materials.
    4. Play a lead role in assembling and submitting final grant applications, on behalf of the CoC, that reflect choices and decisions made by the CoC Board.
    5. Work with the CoC to help define desired performance outcomes around homeless services, develop effective service strategies, and identify gaps in services.
  
  - 25% C. Project Evaluation
    1. Work with the CoC's Performance/Peer Review committee and others to undertake annual monitoring of CoC agency projects that are funded with federal, state or City-administered programs.
    2. Ensure program standards reflect current HUD rules/guidance and that agencies adhere to Written Standards that have been adopted by the CoC Board.
    3. Coordinate training and technical assistance for projects needing assistance.
    4. Work with CoC agencies, funders and other stakeholders to enhance the performance of the community's coordinated assessment system and ensure full participation by CoC agencies.
    5. Work with agencies, funders, persons experiencing homelessness and others to identify and address homeless service gaps.
  
  - 5% D. Participation in the Consolidated Plan
    1. Develop metrics to measure progress toward broad community outcomes focused on ending homelessness.
    2. Identify, compile and analyze available data describing the number and demographics of individuals receiving homeless services for use in assessing community need.
    3. Monitor progress toward reaching benchmarks identified in the Community Plan to Prevent and End Homelessness.

12. Primary knowledge, skills and abilities required:

Working knowledge of the basic principles, concepts and techniques associated with public grant or loan administration, budgeting and public finance. Working knowledge of relevant local, state and federal government policies, regulations and decision making processes. Working knowledge of the concepts and principles surrounding community development and/or relevant service and project models. Working knowledge of the roles and relationships between such things as housing stability, educational attainment, economic and social mobility, availability of child care, and equitable access to resources in supporting community and strengthening neighborhoods. Working knowledge of the principles and practices associated with racial equity and social justice in community development. Knowledge of and ability to develop strong working relationships with service provider networks, community organizations, public and private developers, funders and other stakeholders. Knowledge of research techniques essential to program needs assessment and planning. Working knowledge of and ability to use computer software applicable to the duties of the position. Ability to work independently. Ability to work effectively in a team setting by exhibiting self-motivation, working toward shared goals, being willing to request or provide needed assistance, communicating with team members, and completing assignments in a timely manner. Cultural competence as evidence by proficiency in the following areas: ability to establish and maintain effective working relationships with diverse co-workers community members and other partners; ability to consider different viewpoints and to interact effectively within multicultural settings; and, ability to understand and respect values, attitudes, beliefs, and mores that differ across cultures, and to consider and respond appropriately to these differences in all aspects of City staff work Ability to manage multiple projects and activities, and to define, measure and evaluate results. Ability to help coordinate proposals and projects with other City agencies, and related private or public sector efforts. Ability to interpret and apply basic regulations, compliance requirements and financial processes associated with local, state and federal programs. Ability to gather, organize and analyze information or data, draw out key findings and communicate them clearly and concisely, both orally and in writing, to a variety of audiences. Ability to organize and prioritize own work within established deadlines and adhere to assigned work schedules, including being able to adapt to changes in work assignments. Ability to read and interpret ordinances, statutes or other regulatory frameworks. Ability to attend meetings during evening or on weekends. Ability to maintain adequate attendance.

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13. Special tools and equipment required:

n/a

14. Required licenses and/or registration:

Valid driver's license is required.

15. Physical requirements:

The incumbent will be expected to physically travel to various community service agencies, businesses and/or residences throughout the City and surrounding area as part of the job duties. Otherwise work is performed in a traditional office setting. The incumbent will be expected to attend meetings outside the normal work schedule, including evenings and weekends.

16. Supervision received (level and type):

17. Leadership Responsibilities:

This position:  is responsible for supervisory activities (Supervisory Analysis Form attached).  
 has no leadership responsibility.  
 provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

- I prepared this form and believe that it accurately describes my position.
- I have been provided with this description of my assignment by my supervisor.
- Other comments (see attached).

\_\_\_\_\_  
EMPLOYEE

\_\_\_\_\_  
DATE

19. Supervisor Statement:

- I have prepared this form and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
- I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
- Other comments (see attached).

\_\_\_\_\_  
SUPERVISOR

\_\_\_\_\_  
DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.