

MEMORANDUM OF UNDERSTANDING
between the Homeless Services Consortium of Dane County/Madison
and the City of Madison
for the Continuum of Care Coordinator Project

1. **PARTIES.**

This is a contract between the City of Madison, Wisconsin, hereafter referred to as the “CITY” and the Homeless Services Consortium of Dane County/Madison Wisconsin hereafter referred to as “HSC.”

2. **PURPOSE.**

The purpose of the Continuum of Care (CoC) Coordinator Project is to support implementation of a community-wide process to manage and coordinate the efforts of local homeless providers and related organizations working to meet the goals of preventing and ending homelessness in Dane County/Madison, Wisconsin. The CoC Coordinator position funded as part of this project will facilitate and oversee the annual CoC Homeless Assistance Grant Application processes, working with agencies submitting renewals and agencies reallocating funds, and will also recruit new agencies to fill identified gaps in the local Continuum of Care. The position will develop and oversee systematic program evaluations of CoC-funded programs and coordinate with City staff tasked with evaluating ESG-funded programs. The position will also provide one-on-one technical assistance, contract with outside technical experts as needed, coordinate the CoC’s response to City of Madison and Dane County Consolidated Plan processes, provide input to the Community Plan to Prevent and End Homelessness, and provide guidance to City and County policy makers and elected officials around homeless issues. Work is performed under general supervision of the City Community Development Division’s CDBG Unit Community Development Grants Supervisor.

3. **SCOPE OF SERVICES AND SCHEDULE OF PAYMENTS.**

This Contract is for the hiring and employment of the Continuum of Care Coordinator, known as the CoC Coordinator. Services on behalf of the City will be performed by the CoC Coordinator who shall be employed as a full time employee of the City of Madison and who shall be subject to all of the ordinances, rules and employment policies of the City of Madison, at all times, whether performing services at City facilities or other facilities. The City will perform the following services through the CoC Coordinator and be paid by via funds provided by a federal HUD grant according to the following attachments which are hereby incorporated and made a part of this Contract:

For Services: Attachment A, “Scope of Services”

For Payments: Attachment B, “Payment for Services”

4. **EFFECTIVE DATE.**

This contract shall become effective upon execution by the Mayor, on behalf of the City of Madison; for the dates described in Section 21 and Attachment A, herein.

5. **ENTIRE AGREEMENT.**

The entire agreement of the parties is contained herein and this contract supersedes any and all oral contracts and negotiations between the parties.

6. **ASSIGNABILITY/SUBCONTRACTING.**

CITY shall not assign or subcontract any interest or obligation under this contract without HSC's prior written approval.

7. **DESIGNATED REPRESENTATIVE.**

- A. CITY designates the Director of the Madison Community Development Division as Contract Agent with primary responsibility for the performance of this contract. In case this Contract Agent is replaced by another for any reason, the CITY will designate another contract Agent within seven (7) calendar days of the time the first terminates his or her employment or responsibility using the procedure set forth in Section 13, Notices.
- B. HSC designates the Chair of the HSC Board of Directors as the Contract Administrator for the HSC.

8. **PROSECUTION AND PROGRESS.**

- A. Services under this Contract shall commence as described in Attachment A, Scope of Services.
- B. The CITY shall complete the services under this Contract within the time for completion specified in Attachment A, the Scope of Services, including any amendments. The time for completion may be extended by the HSC in the event of unavoidable delay caused by war, insurrection, natural disaster, or other unexpected event beyond the control of the parties.

9. **AMENDMENT.**

This contract shall be binding on the parties hereto, their respective heirs, devisees, and successors, and cannot be varied or waived by any oral representatives or promise of any agent or other person of the parties hereto. Any other change in any provision of this contract may only be made by a written amendment, signed by the duly authorized agent or agents who executed this contract.

10. **EXTRA SERVICES.**

The HSC may request the CITY to perform extra services or decreased services, according to the procedure set forth in Section 18. Extra services or decreased services means services which are not different in kind or nature from the services called for in the Scope of Services, Section 3, but which may increase or decrease the quantity and kind of labor or materials or expense of performing the services.

11. **NO WAIVER.**

No failure to exercise and no delay in exercising, any right, power or remedy hereunder on the part of the parties shall operate as a waiver thereof, nor shall any single or partial exercise of any right, power or remedy preclude any other or further exercise thereof or the exercise of any other right, power or remedy. No express waiver shall affect any event or default other than the event or default specified in such waiver, and any such waiver, to be effective, must be in writing and shall be operative only for the time and to the extent expressly provided by the CITY or Contractor therein. A waiver of any covenant, term or condition contained herein shall not be construed as a waiver of any subsequent breach of the same covenant, term or condition.

12. **SEVERABILITY.**

It is mutually agreed that in case any provision of this contract is determined by any court to be unconstitutional, illegal or unenforceable, it is the intention of the parties that all other provisions of this contract remain in full force and effect.

13. **NOTICES.**

All notices to be given under the terms of this contract shall be in writing and signed by the person serving the notice and shall be sent registered or certified mail, return receipt requested, postage prepaid, or hand delivered to the addresses of the parties listed below.

FOR THE CITY: James O'Keefe
Director, Community Development Division
Madison Municipal Bldg., Room 225
215 Martin Luther King, Jr. Blvd.
P.O. Box 2627
Madison, WI 53703

FOR THE HSC: Torrie Kopp Mueller
President, HSC Board of Directors
C/O YWCA Madison
101 E. Mifflin Street, Suite 100
Madison, WI 53703

14. **THIRD PARTY RIGHTS.**

This contract is intended to be solely between the parties hereto. No part of this contract shall be construed to add, supplement, amend, abridge or repeal existing rights, benefits or privileges of any third party or parties, including but not limited to employees of either of the parties.

15. **LAW APPLIED.**

This contract shall be governed by and construed, interpreted and enforced in accordance with the laws of the State of Wisconsin and Wisconsin Courts.

16. **COMPLIANCE WITH APPLICABLE LAWS.**

The City and the HSC, their agents and employees shall become familiar with, and shall at all times comply with and observe all federal, state, and local laws, ordinances, and regulations which in any manner affect the services to be performed under this Contract. The parties understand that a valid labor agreement, City Ordinance and/or City policy, to the extent applicable, governs the relationship between CITY and the CoC Coordinator.

17. **COMPENSATION.**

Compensation shall be paid in accordance with Attachment B.

18. **SERVICE ORDERS, EXTRA SERVICE, OR DECREASED SERVICE.**

- A. Written orders regarding the services, including extra services or decreased services, will be given by HSC, using the procedure set forth in Section 13, NOTICES.
- B. The HSC may, by written order, request extra services or decreased services, as defined in Section 10 of this contract.

- C. If in the CITY's opinion the order for extra service would entitle it to extra compensation or extra time, or both, the CITY shall not proceed to carry out the extra service, but shall notify the HSC, pursuant to Section 13 of this agreement. The notification shall include the justification for the claim for extra compensation or extra time, or both, and the amount of additional fee or time requested.

19. **DEFAULT/TERMINATION.**

- A. In the event either party shall default in any of the covenants, agreements, commitments, or conditions herein contained, and any such default shall continue unremedied for a period of thirty (30) days after written notice thereof, the non-defaulting party may, at its option and in addition to all other rights and remedies which it may have at law or in equity against the other party, including expressly the specific enforcement hereof, forthwith have the cumulative right to immediately terminate this contract and all rights under this contract.
- B. Notwithstanding paragraph A, above, the CITY may in its sole discretion and without any reason terminate this agreement at any time by furnishing the HSC with twenty-eight (28) days written notice of termination. In the event of termination under this subsection, the City will be paid by the HUD grant for all work completed by the CITY.
- C. HSC reserves the right, upon sixty (60) days notice to the CITY to cancel the contract at any time on the basis of HSC budgeting constraints. In the event of termination under this subsection, the HSC will pay the CITY for all work completed by the CITY.

20. **LIABILITY.**

Each party shall be responsible for the consequences of its own acts, errors, or omissions and those of its employees, officers, officials, agents, boards, committees, commissions, agencies, and representatives and shall be responsible for any losses, claims, and liabilities which are attributable to such acts, errors, or omissions including providing its own defense. In situations including joint liability, each party shall be responsible for the consequences of its own acts, errors, or omissions and those of its employees, officers, officials, agents, boards, commissions, committees, agencies, and representatives. It is not the intent of the parties to waive any statutory protections or impose liability beyond that imposed by state statutes. The obligations of the parties under this paragraph shall survive the expiration or termination of this agreement

21. **TERM AND RENEWAL.**

The term of this Agreement shall be 365 days from the Continuum of Care Coordinator's start date.. This Agreement may be extended or renewed for a successive one year period upon the written agreement of the parties prior to the expiration of this term.

22. **NON-DISCRIMINATION.**

In the performance of work under this contract, HSC agrees not to discriminate against any employee or applicant for employment because of race, religion, marital status, age, color, sex, handicap, national origin or ancestry, income level or source of income, arrest record or conviction record, less than honorable discharge, physical appearance, sexual orientation, political beliefs, or student status. The HSC further agrees not to discriminate against any subcontractor or person who offers to subcontract on this contract because of race, religion, color, age disability, sex, or national origin.

In the performance of work under this contract, CITY agrees not to discriminate against any HSC employee, volunteer, student or student family member because of race, religion, marital status, age, color, sex, handicap, national origin or ancestry, income level or source of income, arrest record or conviction record, less than honorable discharge, physical appearance, sexual orientation, political beliefs, or student status. CITY further agrees not to discriminate against any employee or applicant for employment, subcontractor or person who offers to subcontract on this contract because of race, religion, marital status, age, color, sex, handicap, national origin or ancestry, income level or source of income, arrest record or conviction record, less than honorable discharge, physical appearance, sexual orientation, political beliefs, or student status.

IN WITNESS WHEREOF, the parties hereto have set their hands at Madison, Wisconsin.

**THE HOMELESS SERVICES CONSORTIUM
OF DANE COUNTY/MADISON**

(Witness)

By: _____
Chair, Board of Directors

Date: _____

Date: _____

(Print Name): _____

Title: _____

**THE CITY OF MADISON, WISCONSIN
a municipal corporation:**

By: _____
Paul Soglin, Mayor

Date: _____

By: _____
Maribeth Witzel-Behl, City Clerk

APPROVED:

James, O'Keefe, Director
Community Development Division

Date: _____

Eric Veum, Risk Manager

Date: _____

APPROVED AS TO FORM:

David, Schmiedicke, Finance Director

Date: _____

Michael P. May, City Attorney

Date: _____

ATTACHMENT A

SCOPE OF SERVICES

The City of Madison (“City”) through the Madison Community Development Division will provide the following service to the Madison Homeless Services Consortium of Dane County/Madison, Wisconsin (“HSC”):

- I. The Community Development Division shall assign one full time employee (1.0 FTE) in the capacity of Continuum of Care Coordinator (CoC) Coordinator. This assignment will be on a full time basis for a 365 day period commencing on the Continuum of Care Coordinator’s first day of employment. Selection of the CoC Coordinator shall be the responsibility of the City with input and participation from HSC and shall follow the City’s Civil Service Rules. Specifically, the City will recruit and screen candidates for minimum qualifications. HSC will have input into the supplemental question development for the position and may serve as subject matter expert and/or interview panel participant as needed. The City reserves the right to make the final hiring decision in consultation with HSC. The selection process may include a presentation to a joint HSC and City audience regarding the work.

- II. The CoC Coordinator will be organizationally assigned to the Madison Community Development Division and shall work under the direction and supervision of the Community Development Grants Supervisor of the Madison Community Development Division’s CDBG Unit, in consultation with HSC, and shall perform their work as follows:
 - A. The CoC Coordinator shall be subject to all rules and regulations of the City and the Madison Community Development Division.
 1. The Services performed by the CoC Coordinator under this Contract will commence as soon as practical after the execution of this Agreement.
 2. The CoC Coordinator’s hours of work will be determined by the City in consultation with the HSC.
 3. The HSC Coordinator shall perform their work five days a week at a City facility designated by the Director of the Madison Community Development Division or his/her designee. The City and shall be responsible for providing adequate workspace and resources to the CoC Coordinator at his/her work site.
 4. HSC will be consulted, and may provide input into, any performance assessment or reviews of the CoC Coordinator’s job performance including, but not limited to, discipline issued by the City pursuant to any violation of work rules and/or policies.

- B. The CoC Coordinator will perform the duties and responsibilities as designated in the City's CoC Coordinator position description (See Attachment C). Additionally the CoC Coordinator shall:
 - 1. Meet monthly or at other mutually agreeable designated intervals, with the City of Madison CDD,CDBG Unit, Community Development Supervisor, or designee and the President of the HSC Board of Directors or designee.
 - 2. Upon request by the CDBG Unit Community Development Supervisor, attend City CDBG and/or Conference Committee meetings and provide updates on CoC activities as requested.
 - 3. Coordinate and communicate with the HSC Board President regarding matters of interest the CoC on a regular and ongoing basis.
 - C. The Parties and their respective personnel will work cooperatively to carry out this contract so as to support implementation of a community-wide process to manage and coordinate the efforts of local homeless providers and related organizations working to meet the goals of preventing and ending homelessness in Dane County/Madison, Wisconsin. It is the intent of this agreement that the relationship between the Parties be characterized by cooperation and mutual respect for each Party's policies, duties and responsibilities. It is further understood that City and its CoC Coordinator remain responsible to adhere to and comply with its own policies and all applicable local, state and federal law.
 - D. The Parties will share information and records as necessary for the administration and performance of this Contract, consistent with local, state and federal law relating to confidentiality and disclosure of public records. Parties shall cooperate and coordinate concerning any requests brought under the Wisconsin Public Records Laws (Wis. Stats. sec. 19.32-19.39) for inspection of records that are created or kept by the CoC Coordinator. The City shall be the custodian of all such records and shall make a final determination under the Wisconsin Public Records Laws as to whether such inspection shall be allowed.
- III. The Parties are committed to developing a comprehensive, effective and coordinated Homeless Services Consortium. The CoC Coordinator will prepare written reports and/or present evidence detailing progress toward project objectives to be reviewed with the City and the HSC on a mutually agreeable date, no later than October 1, 2017. The objectives of this program shall be as follows:
- A. Objective 1: Development of community-wide process to manage and coordinate the effort of local homeless service providers, funders and related organizations that are working to prevent and end homelessness in Dane County/Madison, Wisconsin.
 - B. Objective 2: Coordination development and submittal of annual federal CoC application.
 - C. Objective 3: Development of a system to conduct program evaluations for CoC-funded programs and consultation with City staff regarding evaluation of ESG-funded programs.

- D. Objective 4: Technical assistance as needed to HSC member organizations.
- E. Objective 5: Coordinated response to Madison and Dane County Consolidated Plan processes

IV. Coordination, Planning and Committees.

- A. The HSC Coordinator will be responsible for supporting coordination, communication and decision-making across all HSC committees as listed below. The CoC Coordinator, City CDBG unit Community Development Grants Supervisor or designee, and the President of the HSC Board of Directors, will meet monthly. The Director of the City Community Development Division, the City CDBG unit Community Development Grants Supervisor, the HSC Executive Board and the CoC Coordinator will meet quarterly to discuss the implementation and coordination of this Agreement and any related issues.
 - Community Plan to Prevent and End Homelessness Oversight Committee
 - HUD Homeless Assistance Application Committee
 - Coordinated Entry System Committee
 - Performance Review Committee
 - Written Standards Committee
 - Funders Committee
 - Inreach and Outreach Committee
 - Legislative Committee
 - Mainstream Resources Committee
 - Point-In-Time Committee
 - Data Committee
 - Nominating & Governance Committee
 - Shelter Providers Committee

- V. Property Rights in the Event of a Termination – In the event either party terminates this Agreement, all finished and unfinished documents, services, papers, data, products, and the like prepared, produced or made by the CoC Coordinator shall be the property of both parties, that is, copies will be produced for both the City and HSC. Any purchases of materials or equipment made by the City for this project shall remain the property of the City and the City shall maintain records that will clearly identify such materials or equipment. Any HSC property used or any material or equipment purchased by HSC for this project shall remain the property of HSC and HSC shall maintain records that will clearly identify such materials or equipment.

- VI. Public Records Law Administration – For purposes of administering the Wisconsin Public Records Laws (Wis. Stats. §§19.31-19.37) HSC shall remain the custodian of all records that originated with the HSC. The CoC Coordinator shall not allow any public records requester to inspect HSC records but shall instead refer such request and requester to the HSC records custodians. The CoC Coordinator shall be the Custodian of all other records created or kept by the CoC Coordinator and shall respond appropriately under the law to any requests to inspect such records. Each party shall be solely responsible for responding to and defending its actions in regards

to requests to inspect records for which they are the custodian of records under this provision.

ATTACHMENT B

PAYMENT FOR SERVICES

- I. The City agrees to secure and/or employ all personnel necessary to carry out its obligations under this Agreement. City shall be responsible for any salary and benefits due such personnel. Payments for all obligations under this agreement will be provided by the HUD CoC 2016-2017 Planning Grant administered by the City. Payments to the City under this contract will be in an amount not to exceed \$71,374.
- II. Payment for Services:
Salary and benefits will be consistent with a Community Development Specialist 2, Compensation Group 18, Range 08.
- III. Rate of Pay and Benefits:
The City will pay CoC Coordinator based on the bi-weekly rate for the CoC Coordinator. The CoC Coordinator shall receive the same benefits as all other non-represented professional employees in Compensation Group 18 as may be provided by the Madison General Ordinances, Resolution of the Common Council, Administrative Procedure Memoranda or other official City action throughout the duration of this Agreement. Benefits are based on the rate for City employees, set annually by the City Finance Director.
- IV. Short Term Absences (Less Than One Month):
 - A. Short term absences including, but not limited to, vacation, floating holiday, sick leave, observed holidays, bereavement and approved leave of absences of less than one month duration are considered “wages paid” and are part of the bi-weekly invoice rate.
 - B. Work Related Injury: HSC will not be invoiced for time missed due to a work related injury. Worker’s Compensation Insurance will cover this expense. Should the CoC Coordinator’s work-related injury require them to be absent from work for either a long term or extended period of time the City, after consultation with HSC, may choose to fill the position with an acting appointment. Any acting CoC Coordinator shall be selected pursuant to the provisions in Attachment A, “Scope of Services”, Section I.
- V. Long Term Absences (One (1) Month To Twelve (12) Weeks):

In the event the CoC Coordinator is consecutively absent for any period of time between one (1) month and twelve (12) weeks, the HUD planning grant will be invoiced, and will continue to pay salary (wages paid) and benefits of the CoC Coordinator. The City will not invoice for the CoC Coordinator’s salary during any period of time when the CoC Coordinator is receiving wage insurance. The HUD planning grant will be invoiced for any time worked by an acting CoC Coordinator. Any acting CoC Coordinator shall be selected pursuant to the provisions in Attachment A, “Scope of Services”, Section I.

Once the decision is made to select an acting CoC Coordinator, the HUD planning grant will only be invoiced for salary and benefits for the acting employee.

VI. Extended Absences (Greater Than Twelve (12) Weeks):

In the event the CoC Coordinator will be consecutively absent for a period of time greater than twelve (12) weeks the City, after consultation with HSC, may choose to fill the position with either an acting or replacement CoC Coordinator. Any acting or replacement CoC Coordinator shall be selected pursuant to the provisions in Attachment A, "Scope of Services", Section I. Once the decision is made to select an acting or replacement CoC Coordinator, the HUD planning grant will only be invoiced for salary and benefits for the acting/replacement employee.

ATTACHMENT C

CITY OF MADISON POSITION DESCRIPTION – CoC COORDINATOR

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:

-
10. Position Summary:

This is responsible Community Development work in support of the CoC. 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 CoC- funded programs and coordinate with City staff who evaluate ESG-funded 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 and provide guidance to objectives and strategies address

in the Community Plan to Prevent and End Homelessness in Dane County to City and County policy makers and elected officials. Work is performed with general supervision of the Community Development Grants Supervisor.

This is the objective level of the Community Development Specialist career progression series. Employees at this level are typically generalists; however, they demonstrate proficiency in carrying out assigned tasks and the capacity to take on more varied and complex roles with less oversight. Employees initiate needed tasks, interpret and apply relevant regulatory standards, monitor and evaluate the performance of funded activities and contribute to policy decisions. Employees also undertake tasks involving complex community networks or partnerships and non-City funding sources, and they better understand their roles within the larger City government structure. Work is performed with general supervision.

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 Outreach/Education committee to monitor, maintain, and update website.
 2. Facilitate and coordinate trainings for HSC membership.
 3. Represent Dane CoC at meetings, conferences, etc.
 4. Engage in advocacy related to homeless issues.
 5. Maintain communication and collaboration with other CoC's in Wisconsin.
 6. Report to and work with Dane CoC Board of Directors.

- 25% B. CoC Application Activities
 1. Provide lead support on the collaborative application submitted for CoC funding.
 2. Work in partnership with Lead Applicant for ETH funding to complete application.
 3. Work with Performance & Peer Review Committee as well as Data Committee to create a scoring tool and criteria.
 4. Complete all pre-application materials required by HUD prior to funding.
 5. Manage Grant Inventory Worksheet (GIW).
 6. Organize and facilitate meetings for Application Review Panel as well as Application Committee.
 7. Review all project applications for submission and ensure sufficient information is collected.

- 25% C. Project Evaluation
 1. Work with Performance/Peer Review committee to complete annual monitoring schedule of COC-funded projects.
 2. Work with Performance/ Peer Review committee and City of Madison staff to complete annual monitoring schedule of ETH-funded projects.
 3. Coordinate training and technical assistance for projects needing assistance.
 4. Ensure coordinated assessment system is fully developed and agencies are participating.
 5. Ensure program standards reflect current HUD rules/guidance and agencies are implementing Written Standards as passed by Board of Directors.
 6. Work with various committees to identify service gaps for people experiencing homelessness.

- 5% D. Participation in the Consolidated Plan
 1. Develop metrics to measure broad community outcomes focused on ending homelessness.
 2. Provide data on annual number of individuals served and related demographics to determine need in the community.
 3. Track how benchmarks are being met 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.

13. Special tools and equipment required:

n/a

14. Required licenses and/or registration:

Valid driver's license is or ability to arrange for alternate travel to and from various work-related destinations is

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 Building, or by calling 266-4615.