

NEIGHBORHOOD RESOURCE COORDINATOR

CLASS DESCRIPTION

General Responsibilities:

RESIDENCY IN DANE COUNTY IS REQUIRED FOR THIS POSITION.

This is responsible professional work involving the Mayor, the Common Council, Neighborhood Guidance Team (NGT), the Community Development Division (CDD), the Public Health Madison and Dane County (PHMDC), other City of Madison departments and divisions, and others necessary to support the efforts of the Neighborhood Resource Teams (NRTs), neighborhoods and community stakeholders.

The focus of this position is to serve as team leader for the NGT, and to coordinate the City's NRT-related efforts to strengthen challenged neighborhoods. This position will help implement a portion of the City's overall community development goals by developing a cohesive and effective NGT that can guide and support the City's NRTs. This position, in coordination with others, will work to improve the quality of life and well-being in higher poverty/higher risk areas within the City of Madison, and increase the awareness of, and neighborhood resident group access to, public and private resources and services that will help those groups address these goals. The position will report to the Mayor, and work in close coordination with the Community Development Division Director.

Examples of Duties and Responsibilities:

Serve as Lead Coordinator of NRTs. Serve as Team Leader for the NGT, to help articulate and refine a clear role for the NRTs, and assess their effectiveness. Help the NGT and NRTs understand their roles as resources to neighborhoods, rather than organizers of these areas themselves. Function as a spokesperson for NRT activities and processes. Prepare and present NRT status reports to the Mayor, Common Council, Department and Division heads and others as needed. Work with the Teams to enhance Team member capacity to listen and engage with residents of diverse background, and neighborhood and community groups as a way to develop a better understanding of neighborhood issues. Facilitate training of NGT, NRT and others on neighborhood development, community development, health equity and other models.

Identify issues, assets, strengths and concerns with respect to higher risk/higher challenge neighborhoods. Work with the NGT and NRTs to secure data and sources of information to identify areas of higher poverty and higher risk, and their emerging trends. Work with the Planning Division and CDD to conduct a community strength, weakness, opportunity and threat analysis. Help these groups frame strategic issues for resolution, making use of existing City processes and programs where possible, or bringing these issues to the NGT and Mayor for further exploration and resolution, when needed.

Develop strategies to successfully address identified issues. Collaborate in ongoing evaluation processes of neighborhood/community vision, mission, priorities, policies, and

procedures, programs, and services. Identify and document evidence-based practices in order to develop successful implementation strategies. Coordinate and foster NRT/NGT efforts with other City agencies' development of strategic action plans for the areas, and help align these NRT efforts with related efforts such as the Planning Division/Community Development Block Grant (CDBG) concentration neighborhood planning effort, the CDBG and Community Services Committee planning efforts, the Public Health Equity Teams, and the Police Department's patrol strategies. Identify and help develop relationships with City Departments and Divisions, PHMDC, and external resources to help ensure successful implementation of strategic action plans. Assist City's grant writer and other City staff in project proposal development, grant work plans and related evaluation efforts.

Perform related work as required.

QUALIFICATIONS

Knowledge, Skills and Abilities:

Working knowledge of effective theories, models and approaches to neighborhood and municipality based community development, neighborhood growth, and human service systems. Working knowledge of and ability to successfully implement conflict negotiation, team building and group dynamics tools. Working knowledge of policy development and implementation. Working knowledge of and ability to use computer software applicable to the duties of the position. Ability to provide strong leadership skills. Ability to work effectively as part of a multidisciplinary team and maintain harmonious relationships. Ability to develop and maintain cooperative and effective working relationships with a variety of individuals, groups and organizations. Ability to work with people of diverse backgrounds and across boundaries, such as class, race, gender, sexual orientation, literacy and issues. Ability to communicate effectively both orally and in writing. Ability to create and deliver effective presentations to staff, community groups, and policymakers. Ability to prioritize and organize work. Ability to understand data. Ability to effectively coordinate the efforts of multiple agencies through persuasion, rather than supervisory or funding relationships. Ability to attend meetings outside of work hours, including evening and weekends. Ability to maintain adequate attendance.

Training and Experience:

Generally, positions in this classification will require:

Three years of responsible professional experience working with governmental agencies or non-profit organizations fostering community development or human service systems through community organizing or external coalition building. Such experience would normally be gained after graduation from an accredited college or university with a Bachelor's Degree in public administration, business, urban studies, planning, community development, or a related field. A Master's Degree in public administration, business, urban studies, planning, community development, or a related field may substitute for two years of the required experience. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

Specific training and experience requirements will be established at the time of recruitment.

Necessary Special Qualifications:

Possession of a valid driver's license or the ability to meet the transportation requirements of this position.

Ability to attend meetings outside of work hours, including evening and weekends.

Department/Division	Comp. Group	Range
Mayor's Office	18	10

Approved: _____
Brad Wirtz
Human Resources Director

Date