

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

Vacant

Work Phone:

2. Class Title (i.e. payroll title):

Neighborhood Resource Coordinator

3. Working Title (if any):

4. Name & Class of First-Line Supervisor:

Mayor Paul Soglin

Work Phone: 266.4611

5. Department, Division & Section:

Mayor's Office

6. Work Address:

210 Martin Luther King Jr. Blvd.

7. Hours/Week: 38.75

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 professional work involving the Mayor, the Common Council, Neighborhood Guidance Team (NGT), the Community Development Division, 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 Neighborhood Guidance Team, 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 Neighborhood Resource Teams. This position, in coordination with others, will work to improve the quality of life and well-being within 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 Director.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

60% A. Serve as Lead Coordinator of Neighborhood Resource Teams:

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

20% B. Identify issues, assets, strengths and concerns with respect to higher risk/higher challenge neighborhoods.

1. 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,
2. Work with the Planning Division and CDD to conduct a community strength, weakness, opportunity and threat analysis.
3. 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.

20% C. Develop strategies to successfully address the identified issues

1. Collaborate in ongoing evaluation processes of neighborhood/community vision, mission, priorities, policies, and procedures, programs, and services.
2. Identify and document evidence-based practices in order to develop successful implementation strategies.
3. 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/CDBG concentration neighborhood planning effort, the CDBG and CSC planning efforts, the Public Health Equity Teams, and the Police Department's patrol strategies.
4. Identify and help develop relationships with City Departments and Divisions, Public Health Madison and Dane County, and external resources to help ensure successful implementation of strategic action plans.
5. Assist City's grant writer and other City staff in project proposal development, grant work plans and related evaluation efforts.

12. Primary knowledge, skills and abilities required:

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 and ability to use computer software applicable to the duties of the position. 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 provide strong leadership skills. 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 work with people of diverse backgrounds and across boundaries, such as class, race, gender, sexual orientation, literacy and issues. Ability to attend meetings outside of work hours, including evening and weekends. Ability to maintain adequate attendance.

13. Special tools and equipment required:

14. Required licenses and/or registration:

Possession of or eligible for a valid Wisconsin's driver's license.

15. Physical requirements:

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.