

CITY OF MADISON POSITION DESCRIPTION

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

Vacant

Work Phone:

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

Planner 3 (18/10)

3. Working Title (if any):

Neighborhood Initiatives Specialist

4. Name & Class of First-Line Supervisor:

Jim O'Keefe

Work Phone:

5. Department, Division & Section:

Community Development Division

6. Work Address:

215 Martin Luther King Jr. Blvd.
Madison, WI

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 that involves helping to assess community development needs that exist within the City of Madison and formulate strategies to address them. Work involves identifying, analyzing and assessing available data and other pertinent information that can be used to better understand and measure community development needs within Madison. This position will write data-based reports presenting public policy alternatives for policy makers, coordinate and contribute to internal and external work groups, and may serve as the division's primary liaison to other City agencies in conducting high priority studies, carrying out planning efforts, preparing reports and formulating policy options. The position will work under the general direction of the Director of the Community Development Division. The work will require the exercise of professional judgment and considerable initiative in the development and completion of assignments.

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

80% A. Research and Analytical Support

1. Identify, gather and analyze current and/or historical data and other information that is relevant to assessing human service needs within the City of Madison, particularly those that pertain to or impact issues of poverty, stable housing, employment, child development, family stability and racial or social inequity.
2. Formulate conclusions and/or recommendations that can be substantiated through the analysis of such data and used to shape the City's efforts to improve the livability of Madison's neighborhoods, address issues of poverty and inequity and meet other human service needs.
3. Conduct research and prepare reports on community development strategies and best practices that are employed around the country, and identify policy options that might be appropriate for Madison.
4. Prepare and present written and oral reports and findings, and otherwise play a lead role for the Division in helping to disseminate relevant information to elected officials, policy makers and the public.
5. Identify appropriate outcome and performance measurements that can be used to help evaluate the effectiveness of City programs and initiatives in achieving stated policy goals and objectives.
6. Devise policies and procedures related to reporting methods and systems necessary for the collection of performance outcome data.
7. Work with purchase of service contract agencies to help improve systems and processes for tracking and reporting outcome data and other relevant performance measures used in evaluating program effectiveness and progress against stated objectives.
8. Prepare concise and useful written reports on these topics as needed.

20% B. Coordinate Research and Planning Efforts

1. Represent the Community Development Division in efforts with other City, County or State agencies involved in developing plans or reports and conducting studies or special projects that are focused on community development or human service themes.
2. Cultivate and utilize partnerships with local, regional and national organizations that work in the community development/human services space and can be helpful in furthering CDD goals. Examples of such organizations include those within the University of Wisconsin System, Dane County government, the Capital Area Regional Plan Commission, the Madison Metropolitan School District, State government, public health organizations, local funders, and any public or private organizations that are focused on conducting research or informing policy development around community development or human service issues.
3. Investigate opportunities for coordination or collaboration with relevant service providers, advocates or funders on strategies or initiatives that might advance common objectives, reduce duplication of effort, improve program outcomes or increase shared understanding and analysis across funding streams.
4. Provide guidance and data to internal work groups, City policy committees, elected officials and other decision makers involved in the authorization and allocation of community development resources.

12. Primary knowledge, skills and abilities required:

Thorough knowledge of the fundamental principles of community development, including current issues, principles, needs assessment, strategies to measure and address issues related to poverty and racial and social inequity, and project planning. Thorough knowledge of the various types of data crucial to informing community development policies and strategies. Working knowledge of local ordinances and laws. Ability to use computer software applicable to the duties of the position. Ability to conduct statistical and quantitative analyses, carrying out independent research and presenting findings through the preparation of narrative and statistical reports. Ability to write data-based reports clearly describing policy alternatives. Ability to communicate effectively both orally and in writing, including in public settings. Ability to synthesize complex information and concepts and convey them clearly to audiences of varying backgrounds. Ability to formulate and defend appropriate conclusions and policy recommendations from the analysis of quantitative data. Ability to create and deliver quality presentations to large groups of people. Ability to establish and maintain effective working relationships with CDD staff, policy and research organizations, and other community partners. Ability to exercise good judgment and discretion in completing independent projects. Ability to provide primary staff support to the CDD management team, policy review bodies and other decision makers. Ability to assist in policy and ordinance development. Ability to attend occasional evening meetings. Ability to maintain adequate attendance.

13. Special tools and equipment required:

14. Required licenses and/or registration:

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.