

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):
Mary O'Donnell
Work Phone: 261-9122
2. Class Title (i.e. payroll title):
Community Services Specialist 2
3. Working Title (if any):
n/a
4. Name & Class of First-Line Supervisor:
Laura Noel, Community Services Program Coordinator
Work Phone: 266-6563
5. Department, Division & Section:
Community Development Division, Youth, Crisis Intervention, Community Assistance & Neighborhoods.
6. Work Address:
30 W. Mifflin
Suite 800
7. Hours/Week: 38.75
Start time: 8:00 am End time: 4:30 pm
8. Date of hire in this position:
9. From approximately what date has employee performed the work currently assigned:
2013

10. Position Summary:

This is a responsible senior level community development position with independent responsibilities, direct program oversight, leadership and supervisory responsibilities. This position has significant responsibility for multiple, highly complex projects and functions. This position requires both a depth and breadth of knowledge in more than one area, and a deep understanding of service systems and relationships. They lead and participate in initiatives and workgroups across city disciplines and county wide. With general supervision, considerable judgment and discretion is required. This position leads major team projects, is relied upon for development of key program and policy decisions, and frequently interacts with City managers, elected officials and other public bodies.

This position provides supervision to assigned project-focused staff including permanent positions and LTEs working on major initiatives and high level interns.

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

- 20% A. Plan for, organize and participate in efforts to engage members of the public, community partners and other stakeholders on key community development issues in support of youth related projects and initiatives.. Play a leadership role in a variety of community based committees and work groups in order to gather and communicate information that will inform the development and implementation of city strategies requiring specific expertise in multiple fields.
1. Lead, formulate, implement and modify community engagement efforts while exercising considerable discretion to fulfill the Division's and City's goals positive youth development including Madison Out-of-School Time, Restorative Justice, Disproportionate Minority Contact/Confinement, Emerging Opportunities Program, and Neighborhood Resource Teams.
 2. Manage and implement complex assignments, including those involve multi-faceted high level community partnerships requiring specific expertise in multiple areas such as Personalized Pathways, Madison Out-of-School Time, Restorative Justice and Community Schools.
 3. Anticipate and respond appropriately to emerging complex and difficult situations that impact youth, their families and their neighborhoods such as lack of out-of-school time resources or changes in resources, transportation, disproportionate minority contact/confinement, local or state policies or regulations.
 4. In concert with community partners and stakeholders such as adult/youth residents, neighborhood/community organizations, schools, juvenile justice, and other relevant organizations to assess community needs and available resources for youth, their families and their neighborhoods; and initiate collaborative efforts designed to further agreed upon goals (see examples in A.1.-A3.)
 5. Lead and oversee work undertaken by internal work groups with a manager's guidance, for example Neighborhood Resource Teams or geographic needs assessments.
 6. Supervise and guide the MOST Coordinator and grant funded LTE position(s) regarding their responsibilities and tasks related to A.1.- A.5.
- 20% B. Represent the City and share information with a high degree of judgment, skill and independence on City priorities and formulate strategies to inform and influence efforts proposed or led by key stakeholders including MMSD, Dane County, State of Wisconsin, City Committees, community-based organizations and national initiatives.
1. Provide information on the City's funding priorities, community strategies or high level initiatives to relevant stakeholder groups such as the Madison Out-of-School time, Community Schools Coalition, Restorative Justice, Personalized Pathways and the Dane County Youth Assessment.
 2. Provide lead staff support to the City's Education Committee including supporting the Chair to develop agendas and work plans.
 3. Share best practice and City approaches on specific CDD initiatives or relevant issues with other Cities, stakeholders and national groups such as the U.S. Conference of Mayors, National League of Cities, and Cities United.
- 20% C. Play a leadership role with considerable discretion in the stewardship of CDD-administered resources to support community-based and internal City initiatives. This includes working with provider collaborations to investigate and adopt evidence-based best practices, facilitating partnership opportunities with stakeholders, developing and implementing RFP processes, managing and implementing federal state or other major grants.
1. Play a lead role in determining how Division-administered resources are allocated to support positive youth development.
 2. Manage complex assignments, including those that require administering or actively coordinating multiple funding sources and complex technical requirements such as the Youth Employment Network, Restorative Justice, Municipal Court services, Schools of Hope, Community Schools, Dane County Youth Assessment, City Internship program, By Youth For Youth and Personalized Pathways.

3. Interpret, enforce and ensure compliance with procedural and regulatory requirements tied to the administration of Federal, State or other non-City funding sources.
4. Write grant applications and/or partner with local organizations to prepare grant applications, coordinating with funding partners, grant seekers, community members and other key stakeholders.
5. Supervise and guide the MOST Coordinator and grant funded LTE position(s) regarding their responsibilities and tasks related to C.1.- C.4.

20%

- D. Negotiate, prepare, and manage contracts with funded entities, with supervision, and in accordance with pre-established guidelines and adherence to relevant regulatory and financial frameworks. Provide technical support and assistance, as needed, to community partners and evaluate the performance of the City's activities.
1. Ensure alignment of contracted services within the positive youth development areas of: out-of-school time, employment & training, academic support, leadership & civic engagement, culturally specific programming, mentoring, social/emotional learning & skill development, and restorative justice; with researched best practices and clearly defined outcome measurements.
 2. Manage complex contract assignments, including those that involve multiple partners including contracts that are part of the Restorative Justice initiative, Municipal Court services, Schools of Hope, My Brother's Keeper, Youth Employment Network as well as contracts developed as a result of State or Federal grant resources.
 3. Play an active role in evaluating the effectiveness of specific projects, programs, agencies and strategies through program observation, development and review of service & outcome reports and when available work with consultants to develop and implement program evaluations.
 4. Provide or facilitate training or technical assistance on topics pertaining to CDD-administered programs, processes, regulations or systems for youth related projects, contracts and/or initiatives.
 5. Develop policies and procedures that need to be reflected in contract documents and in consultation with unit supervisor or staff of City Attorney for youth related projects, contracts and/or initiatives.

20%

- E. Write reports for internal or external audiences regarding program strategies, policy proposals, management approaches and other recommendations for consideration by managers, policy committees, the Mayor and Common Council in support of the tasks and initiatives included in A.-D.

1. Write reports regarding program strategies, policy proposals, management approaches and other recommendations.
2. Perform related work as required.

12. Primary knowledge, skills and abilities required:

Thorough knowledge of the basic principles, concepts and techniques associated with public grant or loan administration, budgeting and public finance. Thorough knowledge of regulations, compliance requirements and financial processes surrounding local, state and federal programs. Thorough knowledge of the concepts and principles surrounding community development and/or relevant service and project models. Thorough 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. Thorough knowledge of the principles and practices associated with racial equity and social justice in community development. Thorough knowledge of network of local providers, stakeholders and service delivery continuums, and ability to form and utilize effective partnerships. Thorough knowledge of research techniques essential to program needs assessment and planning. Thorough knowledge of and ability to use computer software applicable to the duties of the position. Ability to conceive, plan and implement major initiatives. Ability to be a subject matter expert around one or more relevant program areas or service continuums, including recognized best practices. 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. Ability to understand the specific roles, responsibilities, and expectations of employees within the team. Cultural competence as evidenced by professional level abilities 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 exhibit leadership skills. Ability to elicit meaningful community involvement and participation and otherwise engage the community to enhance program development. 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 problem solve. Ability to structure and coordinate highly complex collaborative initiatives involving external partners. 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:

Possession of a valid driver's license.

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):

General supervision.

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:

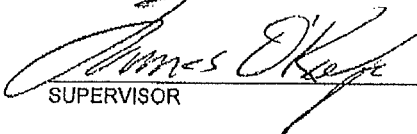
☐ I prepared this form and believe that it accurately describes my position.
☐ I have been provided with this description of my assignment by my supervisor.
☐ Other comments (see attached).

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

1/18/17
DATE

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