

**MAJOR FUNCTION**

This is senior level professional and administrative work developing programs and supervising assigned staff and projects within the Neighborhood Affairs Division of the Parks, Recreation & Neighborhood Affairs Department. The employee in this class is responsible for developing multifaceted and strategic programs, initiatives, and activities that deliver City services to neighborhood and homeowners associations; strengthen and build the organizational capacity of such associations; support City departments' outreach efforts; enhance community relations and engagement; and foster greater community livability. Duties involve serving as a liaison to an assigned number of neighborhoods and the development and implementation of strategic neighborhood enhancement programs, community organizing, educational outreach initiatives, and neighborhood safety programs, including the supervision of assigned staff and projects. Work is carried out under the direction of the Manager-Neighborhood Affairs.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Develops and implements multifaceted programs, activities and events that further the mission and functions of the Neighborhood Affairs Division. Supervises assigned projects, services and programs offered by the division and monitors and evaluates their efficiency and effectiveness. Supports the development of outreach campaigns that promote City services and programs and create greater awareness of the City's brand. Provides project leadership and analytical support for the development of innovative neighborhood enhancement programs and services that help meet other City goals such as community livability, sustainability, disaster preparedness and public safety. Supervises assigned staff, which includes prioritizing and assigning work, conducting performance evaluations, ensuring staff is trained, ensuring employees follow policies and procedures, and maintaining a healthy and safe working environment. Represents Neighborhood Affairs to other City departments, outside agencies, and at neighborhood and homeowners' association meetings and events.

**Other Important Duties**

Serves as the Neighborhood Affairs Division lead in absence of the Manager-Neighborhood Affairs.

**Knowledge, Abilities and Skills**

Thorough knowledge of the operations of City departments. Knowledgeable and experienced in the techniques, methods, procedures, principles, and practices of neighborhood planning, community organizing, community outreach, sustainability and community livability planning, and program development. Extensive knowledge of research methods and techniques, and methods of presentation and community outreach. Ability to develop plans and programs, draft a variety of documents such as reports. Ability to plan, supervise, coordinate, organize, and review neighborhood programs, and activities. Ability to deal tactfully and effectively with the public, press, other City employees and to build strong and effective relationships with neighborhood leaders, community partners and stakeholders. Ability to assign and review the work of subordinates and provide proper instruction in a manner conducive to improve performance. Skill in public relations, making presentations, and community organizing. Possess excellent group process and facilitation skills. Skill in the use of microcomputers and the programs and applications necessary for successful job performance.

**Minimum Training and Experience**

Possession of a bachelor's degree in public administration, economics, planning, or a related field, and four years of professional and creative experience that includes neighborhood planning, community organizing, community outreach, sustainability planning or an equivalent combination of training and

experience. Two years of the required experience must have been in a supervisory capacity.

Necessary Special Requirements

Must possess a valid Class E State driver's license at the time of appointment.

Established: 03-03-18