



**HUMAN RESOURCES
DEPARTMENT**
City of Burlington

179 South Winooski Avenue, Burlington, VT 05401

Voice (802) 865-7145
Fax (802) 864-1777
Vermont Relay: call 711
or 800-253-0191

To: Board of Finance

From: Julie Hulburd, Human Resources Generalist
Susan Leonard, Human Resources Director

Date: May 2, 2012

RE: Step placement for Marcy Krumbine, Assistant Director of Community
Development

We respectfully bring forth a request to the Board of Finance that Marcy Krumbine, Assistant Director of Community Development, is placed at a step two (2), grade level nineteen (19) on the City of Burlington's non-union pay scale. The required minimum qualifications for the position are five (5) years of experience and a Bachelor's Degree in Public Administration. Ms. Krumbine possesses a Master's Degree in addition to the required five (5) years of relevant experience.

Based on these qualifications, pursuant to Section 5.4(a) of the City of Burlington's Personnel Policy Manual, Ms. Krumbine is eligible for placement at a step two (2). Based on the Department Heads request we respectfully seek Board of Finance approval to place Ms. Krumbine a step two (2) effective on her date of hire, which is anticipated to be on or about May 29, 2012. This equates to a salary of \$53,850.44 per year, with no change to the organizational chart for the department.

Ms. Krumbine's resume, coverletter, the City of Burlington job posting, Non-Union Grade 19 band and the Community and Economic Development Office Organizational Chart are submitted for your review.



COMMUNITY & ECONOMIC DEVELOPMENT OFFICE

149 CHURCH STREET • ROOM 32 • CITY HALL • BURLINGTON, VT 05401

(802) 865-7144 • (802) 865-7024 (FAX)

www.burlingtonvt.gov/cedo

May 2, 2012

TO: Julie Hulburd

From: Larry Kupferman

LK

Re: Step Placement for Marci Krumbine

Per our discussion today, I request that Marci Krumbine be placed at step 2 in Grade 19. Ms. Krumbine has accepted my offer to become the Assistant Director for Community Development to replace Margaret Bozik. Ms. Krumbine has the required 5 years of direct experience with federal grants management and community involvement particularly with matters related to the Community Development Block Grant and HOME funding sources. She also has a Master's Degree in Public administration.

Thank you for your consideration.

Marcy Krumbine
56 Bank Street
St. Albans, VT 05478
239-250-2664
Marcyk57@gmail.com

March 31, 2012

Dear Mr. Kupferman:

Enclosed please find a resumé, application and references for the position of Assistant Director for Community Development for the City of Burlington's Community and Economic Development Office as advertised on the City's website.

An extensive background in community development, along with my ability to collaborate with local organizations to implement and monitor grant funded programs makes me a top candidate to join your team.

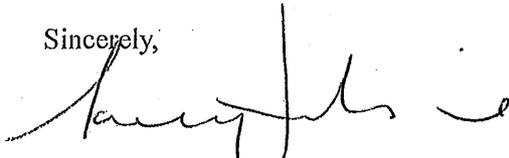
My proven leadership skills working with a local government and state-wide organizations in a rapidly changing economic environment demonstrate my capacity to solve problems, perform strategically and focus on core values. In addition, I have worked collaboratively with other departments, divisions and outside agencies to accomplish programmatic community development, housing, human services goals to meet the needs of local citizens and/or members. I have implemented innovative programs and shown my ability to work under pressure, interpret federal grant regulations and monitor for compliance.

Working with local government, I have accomplished the following:

- Administered CDBG entitlement funding, delivered annual Action Plans, Consolidated Reports and Five Year Plans
- Developed and implemented a nationally recognized innovative neighborhood stabilization program utilizing local contractors
- Won community development awards for outstanding projects in 2010 and 2011
- Reported to Boards of not for profit organizations, municipalities and associations and implemented new directives
- Engaged community and state-wide volunteers to further a mission, coordinate an event
- Managed programs with the Corporation for National and Community Service

I would be pleased to meet with you on an individual basis to discuss this position in depth as well as how my skills can help advance the mission and purpose of CEDO to work with the community to foster economic vitality; preserve and enhance neighborhoods, quality of life and the environment; and promote equity and opportunity for all residents of Burlington.

Sincerely,



Marcy Krumbine, MPA

RECEIVED

APR 04 2012

HUMAN RESOURCES

- Merged three departments creating a seamless delivery of services to qualified clients
- Increased grant funding by \$12,000,000 for three consecutive years
- Instituted collaborative Homeless Prevention Rapid Re-housing Program
- Developed and implemented collaborative Neighborhood Stabilization Program for affordable housing

Extension Agent/Housing Outreach Coordinator

Collier County University of Florida Extension, Naples, FL

May 1996 – May 2006

Designed and delivered educational programs on home ownership, credit and money management for adults and youth. Evaluated and measured results of programs. Provided direct service to prospective home buyers. Supervised two housing outreach coordinators. Generated over \$83,000 of revenue.

- Successfully placed over 500 low and moderate-income families in home ownership
- Developed on-going partnerships with nonprofits and other county agencies
- Coordinated on-going loan program of over \$5 million annually in lending, resulting in Community Reinvestment Act credits for local institutions

State Chairman

Florida Parent-Educators Association, Orlando, Florida

February 1999 – May 2004

Supervised and evaluated professional staff of 8 around the state of Florida. Coordinated 12 member board of directors. Served membership of 5700 families. Managed budget of \$500,000. Coordinated convention of 11,000 attendees. Wrote columns for bimonthly publications. Presented seminars on the local, state and national level on home education and leadership.

- Membership increased 50% with improved communications and services
- Developed new sources of revenue leading to a 65% increase in income
- Interfaced with elected officials in Tallahassee and Washington, DC

EDUCATION

Master's in Public Administration

Florida Gulf Coast University, Fort Myers, FL

Bachelor of Arts/Human Services

Simmons College, Boston, MA

MEMBERSHIPS AND AFFILIATIONS

National Community Development Association – Housing Sub-Committee
 Florida Association of County Human Services Administrators – Board of Directors
 Florida Parent-Educators Association - Board of Directors/Past Chairman
 FPEA Scholarship Fund, Inc. – Founding Chairman
 Collier County 4H Leader – 1994-2002
 Fannie Mae Advisory Committee, SW Florida

Marcy Adler Krumbine

56 Bank Street St. Albans, VT 05478

Phone: 239-250-2664 * Email: marcyk57@gmail.com

Dynamic Leader Community Development, Housing, Human Services

PROFESSIONAL PROFILE

- Dynamic Public Administrator with MPA and extensive experience in government and non-profit management focusing on community development and affordable housing
- Visionary leader, with a can-do spirit, who developed new programs and expanded services
- An effective change agent who implemented innovative housing initiatives and efficiently managed with reduced resources
- Successful revenue generator with a track record of identifying, soliciting and administrating over \$36 million in federal and state grant funds for community development, housing, health care and human services
- An exceptional communicator who delivers both formal, informal presentations and motivational speeches, facilitates trainings, media interviews and written reports and applications
- Proficient manager who directed and managed up to 35 professional, technical and support staff, as well as operating budgets up to \$37 million.

PROFESSIONAL EXPERIENCE

Training Manager

Vermont Associates for Training and Development, Saint Albans, VT

October 2011 – present

Manage and direct five offices around the State of Vermont to provide assistance to income-qualified mature workers re-entering the workforce. Collaborate with local not for profits to provide training opportunities and community service. Monitor weekly activities to ensure program/grant compliance.

- Motivate staff to bring all evaluations to current status
- Develop new processes and procedures for grant program
- Implement new training program for job searches

Director

Collier County Housing, Human and Veteran Services, Naples, FL

June 2006 – August 2011

Manage, direct, and coordinate all County housing, human and veteran services programs to provide professional, efficient public assistance to Collier County's eligible citizens. Supervise, train and evaluate staff of 35 members. Prepare and administer budget of \$37 million in general revenue and federal and state grants. Present initiatives to the Board of County Commissioners. Develop strong relationships with community partners. Coordinate volunteers.



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179 South Winooski Ave, Burlington, VT 05401

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ASSISTANT DIRECTOR FOR COMMUNITY DEVELOPMENT

Community and Economic Development Office

POSTING DATE: March 22, 2012

RATE OF PAY: \$1016.02/week

EXEMPT/NON-EXEMPT: Exempt

DEADLINE TO APPLY: Open Until Filled

POSITION STATUS: Regular Full-Time

CLASSIFICATION GRADE: 19

This position is responsible for the development and management of a team to oversee the city's programs focused on neighborhood & community development, participatory governance, national service and social services/social equity programs and the legal, contractual and compliance issues as they relate to Community Development Block Grant (CDBG), Corporation for National & Community Service, and other grant programs.

Essential Job Functions:

- Manage, develop and coordinate neighborhood & community development, participatory governance, national service and social services/social equity programs.
- Conduct policy development, special planning and research projects emerging from community development, participatory governance, national service, and social services/social equity initiatives, or as identified by the Mayor or CEDO Director.
- Assist the Mayor and City Council in developing and drafting community development, participatory governance, national service, and social services/social equity programs and policies.
- Supervise evaluation and performance studies to include effectiveness of community development, participatory governance, national service, and social services/social equity programs and city's civic engagement infrastructure.
- Provide support and information to the City Council and its Committees, as required.
- Maintain positive public relations in providing information to public and media and in handling public complaints.
- Represent the City before State and National funders, legislative bodies and elected officials, public institutions, and solicit support in the development of pilot model programs for community development, participatory governance, national service, and social services/social equity programs.
- Prepare intermediate and long range plans for neighborhood & community development, as a basis for CEDO Director, Mayor and City Council decisions on priorities, implementation strategies, and funding alternatives, including but not limited to the city's Consolidated Plan for Housing & Community Development.
- Establish and initiate public, nonprofit and private partnerships and collaborations for the achievement of all programs and goals.
- Monitor performance of staff, consultants, and contractors, governmental and non-profit partners enlisted or funded to meet program objectives.
- Receive, review, and rate proposals for National Service Anti-poverty/Capacity Building Resources according to federal and locally established criteria.
- Advise applicants and City Departments on regulations and procedures involved in selecting and evaluating proposals.
- Maintain regular contact with U.S. Department of HUD officials and other funding agencies and partners on policies, practices and resource opportunities for city initiatives
- Oversee Community Development Block Grant (CDBG) allocation process, including public meetings and public hearings.
- Evaluate and formulate priorities to guide resource allocation and development.
- Maintain knowledge of federal, state and local rules and regulations for a broad range of grant and loan programs and apply that knowledge to review/negotiate contracts with funders and grantees and establish administrative procedures for compliance with financial/legal requirements.
- Create and coordinate cross-divisional information systems (i.e., databases, reports to funders and from grantees and program staff) and procedures.
- Create/deliver clear and readily understandable information about the department's activities for the public, funders, grantees and other city departments, in a variety of media (public meetings/workshops, written materials, online).
- Manage staff, including but not limited to, assigning, scheduling and supervising work, training, evaluating performance and administering discipline.
- Prepare and administer the division's annual budget; monitor all expenditures and funding/cost share allocations, and preparing grant requests to funding agencies.
- Other duties as required.

Qualifications/Basic Job Requirements:

- BS in Public Administration or related field and five (5) years of experience in Community Development or grant management required.
- Masters in Community Development or Public Administration preferred.
- Three (3) years of experience performing reporting, evaluating, and/or monitoring functions within a non-profit and/or municipal organizations engaged in promoting economic, housing, or community development required.
- Strong communication skills, both oral and written with a demonstrated ability in public speaking, use of specialized presentation software and equipment.
- Ability to operate in a Windows based environment with proficiency in word processing and spreadsheet software required.
- Ability to interpret federal grant regulations for legal, contractual and compliance issues.
- Ability to work under pressure.
- Ability to work with a diverse group of staff, management, elected officials, community groups, etc. in a courteous and professional manner.

The City of Burlington does not discriminate on the basis of race, color, national origin, sex, sexual orientation, religion, age, or disability in employment or the provision of services. Submit City of Burlington Application, cover letter and resume to: Human Resources Department, 179 South Winooski Ave #100, Burlington, Vermont 05401. For more information about this position please see our website www.burlingtonvt.gov/HR Available in alternative formats for persons with disabilities. For disability access information contact Vermont Relay: 7-1-1 or 800-253-0191

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.

City of Burlington
Community and Economic Development Office
March 2012

Larry Kupferman
Director

Bruce Seifer
Asst. Director
Economic
Development
Grade 19

Brian Pine
Asst. Director
Housing &
Neighborhood
Revitalization
Grade 19

Darlene Kehoe
Asst. Director
Finance
Management
NC

Kirsten Merriam-Shapiro
Special Projects
Manager
Grade 17

Nick Warner
Special Projects
Manager
Grade 17

Marcy Krumbine
Assistant Director
for Community
Development
Grade 19

Jennifer Green
Legacy Project
Coordinator
Grade 18

Wanda Hines
Legacy Project
Coordinator
Grade 18

Karen Vastine
Community Justice
Coordinator
Grade 18

Ed Antczak
Economic
Development
Specialist
Grade 18

Diana Colangelo
Community
Development
Specialist (Economic)
Grade 16

Todd Rawlings
Housing Program
Manager
Grade 18

Vacant
Housing Program
Specialist
Grade 16

Cindy Carey
Finance Assistant
Grade 15

Denise Girard
Executive Secretary
Grade 15

Beth Truzansky
Coordinator of
Community &
Neighborhood
Grade 18

Laura Hale
Community
Development
Specialist
(Neighborhood)
Grade 16

Jocelyn Dubuque
CSD - Restorative
Justice Coordinator
Grade 16

Barbara Shaw-Dorso
Victim Liaison
Assistant
LTD PT Grade 14

Anneke Hohl
Criminal Justice
System Liaison
LTD FT Grade 15

Jeff Tanguay
Lead Program
Coordinator
Grade 18

Joanne Bottger
Lead Project
Specialist
Grade 16

Margaret Williams
Lead Program
Assistant
Grade 15

Vacant
Lead Program
Outreach Specialist
Grade 15

Clark Sheldon
Parallel Justice
Specialist (Police)
Grade 16

Rain Banbury
Parallel Justice
Specialist
Grade 16

Nicky Beaudoin
Graffiti Removal
Coordinator
Grade 16

Sean Recicar
Offender Reentry
Program Specialist
LT FT Grade 16

Glenn Taulton
Offender Reentry
Resource and
Employment
Assistant
LTD FT Grade 15

Vacant
Community
Development
Specialist
(AmeriCorps VISTA)

Christine Longmore
Offender Reentry
Jobs Coordinator
VABIR Contractor

