



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: November 29, 2012
RE: Step placement for Nathan Wildfire, Assistant Director of Economic
Development

We respectfully bring forth a request from CEDO Director Peter Owens, to the Board of Finance that Nathan Wildfire, Assistant Director of Economic Development, is considered for step placement at step three (3), grade level nineteen (19) within the Willis classification system. This request is pursuant to Burlington Comprehensive Personnel Policy, section 5.4 Compensation Plan, subsection A. Placement, which states: "To the extent that previous relevant experience equals or exceeds the necessary knowledge and skills, job duties and responsibilities of the position being sought, those specific and relevant years of experience (less the minimum number of year of experience required in the position description) may be converted to additional steps at a 2:1 ratio, up to a maximum of step seven (7)".

The required minimum qualifications for the position are five (5) years of experience in economic development and a Bachelor's Degree in Community Development, Business Administration, Planning, Public Administration, or related field. Mr. Wildfire possesses a Master's Degree in Public Policy and Management and nine (9) years of relevant experience.

Based on these qualifications, pursuant to Section 5.4(a) of the City of Burlington's Personnel Policy Manual, Mr. Wildfire is eligible for placement at a step three (3). This equates to a salary of \$56,459.97 per year. This annual amount is derived from the FY13 Non-Union Pay scale. This request does not represent a change to the organizational chart for the department.

Mr. Wildfire replaces Mr. Bruce Seifer who held this position for sixteen (16) years and was at the max salary for Grade 19. On July 23, 2012, which was Mr. Seifer's last day of employment his annual salary was \$63705.67. Considering the step placement requested above, and the salary in of the previous employee, there is a \$7245.70 savings to the FY13 budget.

Based on the Department Head's request we respectfully seek Board of Finance approval to place Mr. Wildfire a step three (3) grade nineteen (19) to take effect immediately following Board of Finance Approval.

Wildfire's resume, cover letter, the City of Burlington job posting, Non-Union Grade 19 band (FY13) and the CEDO Organizational Chart are submitted for your review.



HUMAN RESOURCES DEPARTMENT

City of Burlington

179 South Winooski Avenue, Burlington, VT 05401

Voice (802) 865-7145

Fax (802) 864-1777

Vermont Relay: call 7-1-1 or 800-253-0191

Assistant Director of Economic Development Community and Economic Development Office (CEDO)

POSTING DATE: October 12, 2012

RATE OF PAY: \$54364.94/annual

EXEMPT/NON-EXEMPT: Exempt

DEADLINE TO APPLY: October 26, 2012

POSITION STATUS: Regular FT

CLASSIFICATION GRADE: 19 Non-Union

This position manages for Economic Development Division of CEDO. Primary responsibility is the oversight of the City's Economic Development policies and program development.

ESSENTIAL FUNCTIONS:

- Direct and oversee the administration and budget of all economic development programs.
- Encourage and support the development of the City of Burlington's economy through technical assistance, grant applications, legislative initiatives, and financial and technical assistance to Burlington area businesses.
- Participate in the development of the City's Consolidated Plan and other strategic planning documents.
- Supervise the Economic Development staff in administering Business Revolving Loan Program and Rural Development programs.
- Oversee the revitalization of the Pine Street Business District.
- Community relations and promotion of economic development programs to the community.
- Maintain regular contact with Housing and Urban Development (HUD) officials and other funding agencies on contract compliance issues.
- Provide economic development information for plans, reports, and other documents related to CEDO's funding sources.
- Serve as CEDO's point of contact for City Councilors, State Legislators and Congressional representatives on economic development.

NON-ESSENTIAL FUNCTIONS:

- Performs other duties as required

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Community Development, Business Administration, Planning, Public Administration, or a related field (equivalent training and experience may be substituted for educational requirements) required.
- Five (5) years of responsible experience in economic development, small business management, including program management with demonstrated proficiency required.
- Two (2) years experience advising small businesses preferred with the ability to critically evaluate small businesses and to provide them with support, information and advice.
- Knowledge of budget development and administration, including capital development budgeting and grant administration required.
- Knowledge of public and private sources for business financing. Ability to package loans, including writing business plans and preparing financial projections, and to analyze financial feasibility of funding proposals.
- Knowledge of construction methods, techniques, and financing.
- Project development skills such as working knowledge of zoning process, building permit process, as well as, City, State, and Federal regulations.
- Experience in grant-writing and municipal budgeting.
- Ability to communicate effectively both orally and in writing.
- Strong administrative abilities.
- Experience in hiring and supervising employees and private contractors.
- Experience in effective public process.
- Experience in City, State, and Federal legislative process.

Submit **CITY OF BURLINGTON APPLICATION, cover letter and resume** to: Human Resources Department, 179 South Winooski Avenue, Burlington, VT 05401 To obtain an application visit www.burlingtonvt.gov/HR. Available in alternative formats for persons with disabilities. 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.

Vermont Relay: call 7-1-1

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

Human Resources Department
179 South Winooski Avenue
Burlington, VT 05401

194 Maple Street #1
Burlington, VT 05401
nathanwildfire@gmail.com

October 25, 2012

CEDO Assistant Director of Economic Development position

Dear Director Owens:

I am excited to apply for the position of Assistant Director of Economic Development. Over the past seven and half years, I had the privilege of leading a talented team at one of the most successful Community Development Corporations in Pennsylvania – East Liberty Development, Inc. At ELDI I led by working collaboratively with private business, the government sector, and many nonprofit organizations and funders. Most especially, I developed a passion for urban spaces and the people who use them. I believe I can be an asset to the City of Burlington, utilizing the following experiences and skills:

- **Ability to bring nonconventional solutions to common urban challenges:** In the Pittsburgh neighborhood of East Liberty, funding and infrastructure are intimately intertwined with successful development. By accessing a diverse array of funders and tools my team has facilitated over \$500 Million in development in the past 10 years. Examples include:
 - Established revolving loan funds and grants to support the business district, including both direct small business loans and district-wide improvements like BID planning, streetscape amenities, and business incubator support.
 - Created public/private partnerships to bring major employers like Google, Target, and Whole Foods Market to the district, all with designs that reinforced urban character.
 - Supported an adaptive signalization pilot project that uses real-time computer imaging technology at intersections to improve traffic efficiency, safety, and emissions.
 - Secured funding to coordinate all private and public parking assets under one operator guided by the market, technology, and new parking zoning requirements; instead of wasting limited dollars on costly, unneeded new parking.
- **Deep experience in community planning and stakeholder facilitation:** Reading planBTV, I am reminded of how I led the creation of East Liberty's 10-year Community Plan. In order to succeed in Pittsburgh, community development professionals need to be multilingual – speaking the languages of government, nonprofits, residents, businesses, banks, contractors, and private developers. Facilitating meetings of diverse stakeholders, all passionate about their neighborhoods for different reasons, strengthened my belief in careful and patient listening. Bringing all parties to the table is one of my most accomplished skills.
- **Proven leader and team player:** Upon starting at ELDI, I was fortunate to encounter an environment where entrepreneurial thinking and experimentation were valued, leading to strategic economic development interventions. I have impressed those values upon my own team, learning from our mistakes as we go and continually challenging ourselves to bring the very best and brightest ideas, partners, and funders to East Liberty.

I want to bring that same attitude and goal driven creativity to Burlington. Having now lived here since May, I have grown to love my new home and want to make a difference. Speaking with people like Bruce Seifer, Peter Clavelle and George Thabault have given me a deep appreciation for the past and for Vermont's unique culture; while people like Justin Dextrateur of the Hartland Group and Erik Hoekstra of Redstone have made me inspired for the future of the City with their energy and wealth of recent experience. Further, Jennifer Green got me very excited about the planning work ongoing in Burlington, while Megan Moir of DPW has directed me to some great resources to be involved in stormwater mitigation – a critical issue for a lake front City. Lastly, after a few conversations with Mayor Weinberger, I am inspired by the overall vision for Burlington. The upcoming ballot questions are just a few of the tools to get the City's finances back on the road to recovery. I would love to be a part of that as well.

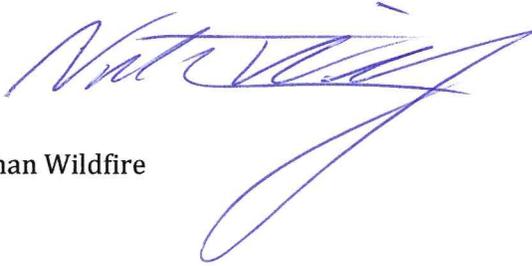
RECEIVED

OCT 26 2012

HUMAN RESOURCES

I am inspired by the opportunities for stakeholder and market-driven change I see in planBTV. Strengthening corridors to the waterfront; responding to the chaotic needs of small business; using market forces and technology to address challenges like parking and traffic; and thinking through large projects like the Moran site and the Champlain Valley Expressway are all exciting projects I can contribute to based upon my experiences in Pittsburgh. I would welcome the opportunity to discuss how these experiences have prepared me for this particular position in my new home in Burlington. Thank you for your time and consideration. I look forward to speaking with you.

Sincerely,

A handwritten signature in blue ink, appearing to read "Nathan Wildfire". The signature is fluid and cursive, with a large, sweeping flourish at the end.

Nathan Wildfire

Professional Experience

East Liberty Development, Inc. Pittsburgh, PA (January 2009 - Present)

Director of Planning – Direct planning, advocacy, facilitation and investment activities for a team of 7 staff within western Pennsylvania's largest urban, Community Based Organization, (CBO) – focus on community revitalization

Specific Projects Directed

- Directed East Liberty's 10-year **Community Plan** (63 community meetings, 400 pages of notes, 500 participants) which has led to over \$200M new investment, 300 units of new housing, and 200,000 SF of commercial space development, business district infrastructure investment, and technical assistance to over 50 small businesses
- Directed creation of the nation's first **green overlay plan** for a distressed urban neighborhood, East Liberty's Green Vision, which ultimately leveraged over \$12M for sustainable projects, including a recent federal TIGER award
- Managed the engineering and design contracts of several stormwater reclamation projects (green infrastructure), including East Liberty's **Town Square**, which will mitigate over 1M gallons of stormwater annually
- Worked with private and public partners to provide **loans and technical assistance** to over 50 small businesses and private developers – revolving loan fund portfolio now over \$3M with loans ranging from \$3,000 to \$800,000
- Currently directing the planning process and managing consultants to create Pennsylvania's first fully integrated and comprehensive **parking district**, in collaboration with the Mayor's office, City Council, and Parking Authority
- Served as the point of contact for the CBO on: the retrofit of a vacant high-rise to **132 market-rate apartments with new garage**; construction of over **100 new mixed-income tax credit units** in two different projects; development of plans for a new **transit center**; and visioning for the distressed **Larimer Avenue Corridor**

Team Leadership

- **Point of contact** to City Council, state officials, and other economic development entities, as well as the media
- Worked as part of leadership team to set the **vision, work-plan, and budget** of the nonprofit organization
- **Hired, trained and managed team** to collaborate with partners in private development, the government sector, philanthropy, nonprofit stakeholders, community relations, the media, and the central business district
- Developed and directed an annual **operating budget of \$1M**, and successfully raised over **\$10M of grants** for projects from area foundations, federal funding agencies like HUD and HHS, local development authorities, PA State tax credits, corporate sponsors, private development partners, and local lending agencies – leveraged against over **\$100M of private and public financing** for development, infrastructure, and environmental projects
- Helped create a **new for-profit development company**, owned completely by the nonprofit organization, to facilitate development and acquisition in accordance with the Community Plan; assisted this LLC's staff in developing over 300 units of new housing and commercial properties, and "touching" roughly 15% of the neighborhood's over 1,000 total parcels with direct investment

East Liberty Development, Inc. – Pittsburgh, PA (May 2005 – December 2008)

Sustainable Policy Coordinator – First Pittsburgh CBO employee hired to ensure all community projects were sustainable – environmentally friendly, economically driven, equitable to all stakeholders, and designed to educate

Specific Projects Directed

- Established relationships with internship providers to bring young talent to CBO – **managed over 15 interns**
- Successfully facilitated installation of the City's first **"road diet" with bike lanes** – 4 total miles
- Secured funding for and managed the planting of over **800 street trees**, including stormwater pilot projects
- Directed **vacant lot reclamation projects** – 4 community gardens, 2 play spaces, 3 bio-fuel pilot projects

Other Professional Experience

Coro Center for Civic Leadership – Pittsburgh, PA (September 2006 – March 2008)

Trainer – Taught community leadership to: the formerly homeless, education stakeholders, and nonprofit employees

Carnegie Mellon University – Pittsburgh, PA (July 2007 – January 2008)

Teaching Assistant – Real Estate Design and Development

Coro Center for Civic Leadership – Pittsburgh, PA (September 2004 – June 2005)

Fellow in Public Affairs – 9 mo. program with 7 placements in government, nonprofit, business, and election sectors

Volunteer and Outside Interest

Tree Pittsburgh Board President of urban forestry nonprofit (2010 – present); Board member (2008 – 2009)

GTECH Strategies, Inc. Board Vice President of green community revitalization nonprofit (2008 – 2011)

Doubleshot! Founding member of professional touring vocal band (2006 – 2011)

Awards, Honors, and Speaking Invitations

Pittsburgh 40 under 40; Pennsylvania Environmental Council 40 under 40; Green Building Alliance Shades of Green Leadership Award; Speaker: GreenSense Conference, 3 Rivers Bioneers, University Lecture Series, Creating Sustainable Communities Conference, SMPS City Development Panel

Education

Carnegie Mellon University - Masters of Science Public Policy and Management (MSPPM) 2006

Villanova University – B.A. Communications/Honors Major; Business/History Minor; Environmental Sci. Concentration 2004

Nathan Wildfire – Excerpted experiences from ELDI

Small Business: My role has mainly revolved around 4 main facets with small businesses, to date well over 100 clients -

- Fundraising to directly and indirectly support small businesses, usually through grant funding from foundations - since 2006, grants I wrote brought in roughly \$1.8 Million for small business loans, business planning classes through partnerships with local universities, website development, and other initiatives that were more business district wide
- Responding to business's needs on an "as needed" basis - this has ranged from resolving disputes between businesses, guiding them through permitting processes, helping them navigate City processes (getting bike racks, allowing food trucks, dealing w/ water authority, etc.), and mitigating impacts of construction projects.
- Working with our Investment Director and Investment Committee to place loans ranging from \$5,000 to \$150,000 into different businesses at favorable, patient rates. (I was not the lead on this work, but assisted with many of the loans and all of the fundraising.)

Large Development - Commercial: My role has been one of fundraising (mostly governmental sources), leading planning processes (community plans, traffic studies, parking plans), and acting as a facilitator between developers and government entities. Typically, I was the main presenter for neighborhood context with the development team before funding agencies, banks, etc.

- With private development taking the lead, I have helped fundraise for infrastructure dollars to support the following large tenants coming to our neighborhood - Google's East Coast headquarters, the first urban Target in the country, Staples, Trader Joe's, and a new ACE Hotel. This fundraising includes TIF financing, a TIGER Grant, HHS Grants converted to patient loans into projects, and a myriad of sources from Pittsburgh's Urban Redevelopment Authority.
- Most typically, my role is to help identify ways for large developments to access dollars that make developments more sustainable (green, equity, job creation) while allowing nonprofit community organizations to directly invest in the projects, giving them a measure of control over agreed upon key issues - usually design and employment. These included HHS dollars, EPA grant funds, and foundation sources.
- In almost all cases, I have directed the community planning aspect of these developments, guiding the developers through a public participation process and speaking on behalf of the projects to elected officials directly and at larger meetings.

Housing Development: At ELDI, we had an entire Real Estate Department who I worked very closely with to ensure dollars were being invested at a catalytic scale and with a smart, infill based strategy.

- Over the last 8 years, we have "touched" over 15% of all parcels in our neighborhood (about 1/3 the size of Burlington City) through some intervention or another.

- I have helped fundraise through a myriad of sources for this development, which has included well over 600 units of subsidized housing (mostly LIHTC, and increasingly scattered site, occupied rentals - it would take a longer conversation to describe the importance of this emphasis), over 50 historic rehabs for market rate, 20 new built for-sale homes, and many innovative projects including co-housing (which I played a very large role in), 0-energy rehabs, and supportive service housing. We also have a very successful “flipper” model to bring new, hungry developers to our rehabs on a one by one basis.
- It was my role specifically to figure out with the help of local nonprofits "holding strategies" for vacant lots. These have included bio-fuel pilot plots (canola, sunflowers), community gardens, play space for children, and tree nurseries.
- It was also my role specifically to act as the liaison between our development team and the neighbors who surrounded development sites.

Large Planning Initiatives: Probably more than anything else, my key role at ELDI was being the director of all our largest planning initiatives. Unlike many organizations, however, ours were action oriented plans to serve as platforms for development, involving very closely the private and government sectors. They were all catalytic in some way, or responding to a critical need.

- Comprehensive parking planning to support development – We are currently implementing a parking action plan to hire a single operator for all private and publically held spaces in the neighborhood; re-price all spaces at market rates, adjusting for time, day, and season; installing new technologically advanced infrastructure to facilitate flexibility; enhance user experience while at the same doubling or even tripling revenues for all participating parking owners.
- Traffic planning that uses adaptive signalization (second in the country) through a partnership with Carnegie Mellon University. This new way of managing intersections has resulted in 40% less wait time, 30% more efficient speeds through formerly gridlocked intersections, and 21% less emissions – all for a fraction of the cost of new road infrastructure.
- Large corridor planning – This involves hundreds of stakeholders to determine market based approaches to addressing distressed but important corridors in the neighborhood. This typically takes a tremendous amount of advocacy, public meetings, and relationship building. In some cases, we are deliberately reducing density, which is not intuitive but for those specific corridors made sense.
- Neighborhood-wide planning – I personally directed the creation of our 2010 Community Plan, which involved over 63 community meetings, most of which I facilitated, and that involved hundreds of participants and hundreds of pages of notes. (And a lot of cookies.)
- Stormwater planning – We were the first Pittsburgh neighborhood to comprehensively map our stormwater system and then systematically go about installing mitigation projects throughout, utilizing many partners and engineering firms.

- Streetscape planning; traffic studies to build bike lanes; business plans for employment agencies; many more

Government Liaison: For the past 3 years, it has been my role to act as the point of contact with most of our government representatives. My large urban neighborhood had 3 of the 9 City Council representatives, of which we built very successful relationships. In addition, we had close relationships with the Mayor's Office, our State Senator and State Rep, our Federal Representative, and various department heads of our City, including Public Works, City Engineering, the Urban Redevelopment Authority, City Planning, the Housing Authority, the Police Department, and the School District – particularly our local high school and elementary school.

Green Initiatives: When I first started my career, I was largely responsible for sustainable initiatives of all kinds. Later, I managed staff that led those projects. These include:

- More street trees planted in the past 7 years (over 600) than any other Pittsburgh neighborhood
- Approximately 20 stormwater mitigation projects including cisterns, rain barrel initiatives, private rain gardens, the first City green roof bus shelter, and a new Town Square.
- Mapping the entire stormwater system of East Liberty.
- The City's second bike lane, which included a controversial road diet
- Vacant lot projects, including a partnership with Whole Foods Market and a local school – they grow their school lunches in the garden with help from paid WFM staff
- Steep slope cleanups involving hundreds of volunteers
- Tree care days, involving hundreds of volunteers for mulching, planting, and pruning
- Coupon books to support "green" businesses (ultimately did not work)
- Energy efficient lighting plans

Team Management: Over the last 3 years, I've been the Director of half the organization, managing 7 staff and our budget. Our key innovation over the last couple years has been a commitment to aligning work-plans to revenues, ensuring that our work and revenues support one another. (In years past, revenues and work-plan outcomes were not always aligned since the foundation community did not always have strong requirements regarding outcomes – thus there were not strong external incentives to be efficient with limited funds.)



CITY OF BURLINGTON

APPLICATION FOR EMPLOYMENT

Department of Human Resources |
179 South Winooski Ave. Suite 100 | Burlington, VT 05401
www.burlingtonvt.gov/HR

(802) 865-7145 | VOICE
(802) 864-1777 | FAX
Vermont Relay: call 7-1-1 or 800-253-0191

The City of Burlington is committed to providing an equal employment opportunity to all persons. Assistance in reviewing job opportunities and completing this employment application will be provided to persons with disabilities upon request.

GENERAL

Department/Position desired Assistant Director of Economic Development

INFORMATION

How did you hear of this vacancy? City of Burlington website

First Name Nathan Last Name Wildfire

Mailing Address 194 Maple Street #1

City/Town Burlington State VT ZIP 15206

Phone 412.805.4783 E-mail Address nathanwildfire@gmail.com

Are you at least 18 years of age? Yes No

Probationary Police Officer Applicants ONLY: Are you at least 20 years of age? Yes No

EDUCATION

Circle the number corresponding to the highest level of education completed:

ELEMENTARY - HIGH SCHOOL					COLLEGE				GRADUATE SCHOOL			
8	9	10	11	12	1	2	3	4	1	2	3	4

GED (list granting agency) _____

List in reverse order (present or most recent first) all schools attended (colleges/universities, technical training institutions, vocational/trade schools, and high schools)

NAME OF SCHOOL	CITY/TOWN & STATE	MAJOR(S)	DEGREE
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Carnegie Mellon U. / Pittsburgh, PA / Econ Dev / Masters Public Policy & Management

Coro Center for Civic Leadership / Pittsburgh, PA / NA / Fellows Program in Public Affairs

Villanova University / Philadelphia, PA / Communications/Honors / Bachelor of Arts

Other Certifications or Licenses: _____

SKILLS

Typing speed: 70 words/minute

List all computer software used along with your experience level (expert, advanced, average).

Microsoft office suite – advanced; Adobe Photoshop – advanced; GIS - average

Google product suite – advanced

List machines/equipment you are trained to operate and any special skills you have related to the position(s) for which you are applying. (First Aid, WSI, Cash Register, Heavy Equipment Operating, etc.) None other than first aid and lifesaving

**WORK
EXPERIENCE**

Describe below all previous work experience (including unpaid experience) in reverse chronological order (present or most recent employment first). **Include any information not listed on your resume.**

Name of Employer: East Liberty Development, Inc.

Address: 6101 Penn Avenue, Suite 201; Pittsburgh, PA 15206

Your job title: Director of Planning

Supervisor (name & title): Maelene Myers, Executive Director

Employed From (month/year): January 2009 To (month/year): October 2012

Salary (dollars/week): Start: 961.53 Final: 1115.38 Hours/week: 40 – 60 variable

Reason for leaving: Moved to Vermont when fiancée got great job with GMCR

May we contact this employer Yes No Phone: 412.361.8061

Summary of your duties and responsibilities: Directed team of 7-9 employees in Planning, Advocacy, Facilitation, and Investment around revitalization activities in an urban neighborhood in Pittsburgh – East Liberty. Developed annual budgets, managed and mentored staff, and served as one of two lead fundraisers for the organization and for planning and economic development projects. Funding for projects often included investments by the organization, which then created returns used to fund the organization and reinvest over time. Also worked with a myriad of public and private officials to build new housing (over 300 units), new commercial space (over 200,000 SF), assist small businesses (over 50), develop planning documents, and build new infrastructure to support development (roads, parking, bike facilities, pedestrian, etc). Also developed workplans for planning and project facilitation staff, investment/fundraising staff, communications staff, and sustainability staff. In addition, served as ELDI's main facilitator with neighborhood stakeholders, including elected officials at all levels of government (most notably City Council), residents, business owners, private developers, foundations and banks, federal funding agencies, and nonprofit organizations. Lastly, represented the nonprofit (versus for-profit) half of the organization to all committees and board members, while serving a key role in developing a strategy for the organization moving forward. Currently, am still acting as project manager to implement Pennsylvania's first comprehensive market based parking district; constructing western PA's largest stormwater mitigation pilot project; assisting on plans for the patient and graceful relocation of residents of East Liberty's last solely project-based housing project; and assisting on plans for improving circulation and mobility for all modes of transportation through our neighborhood.

Name of Employer: East Liberty Development, Inc.

Address: 6101 Penn Avenue, Suite 201; Pittsburgh, PA 15206

Your job title: Sustainable Policy Coordinator

Supervisor (name & title): Ernie Hogan and Skip Scwhab / Deputy Director and Director of

Investment

Employed From (month/year) May 2005 To (month/year) : January 2009

Salary (dollars/week): Start: 400.00 Final: 961.53 Hours/week: 40-60 variable

Reason for leaving: Promoted within organization to Planning Director (ran half organization)

May we contact this employer Yes No Phone: 412.361.8061

Summary of your duties and responsibilities: I served as the organization's primary grant writer and communications coordinator, and developed a system to hire, train and direct interns, as well as communications staff. Most significantly, I served as the Project Manger for East Liberty's 2010 Community Plan, a process that involved over 500 stakeholders across 63 public meetings, of which I facilitated 60. In addition, in this capacity, I project managed all of the

sustainable initiatives undertaken in East Liberty during this time, including over 800 tree plantings, stormwater mitigation pilot projects, the City's first road diet/bike lanes, and vacant lot reclamation projects, including community gardens, bio-fuel projects, and play-spaces for children in supportive service housing. Lastly, I worked with local private businesses to support the community's initiatives, including local developers, Whole Foods Market, small restaurants, and our local chamber of commerce.

Name of Employer: Coro Center for Civic Leadership
Address: 33 Terminal Way Pittsburgh, PA 15219
Your job title: Leadership Trainer
Supervisor (name & title): Greg Crowley, current Executive Director
Employed From (month/year): September 2006 To (month/year): March 2008
Salary (dollars/week): Start: NA Final: NA Hours/week: 10 – 15 variable
Reason for leaving: Full time job began taking up too much time
May we contact this employer Yes No Phone: _____

Summary of your duties and responsibilities:

I facilitated and trained three leadership classes for Coro Pittsburgh. I helped develop curriculum, delivered the curriculum to students/participants, and facilitated learning sessions. These three classes were very different:

- Leaders in Learning – A leadership class for those involved in the education system in Pittsburgh, including school district employees, parents of students, teachers, and after school program coordinators.
- Neighborhood Leadership Program – A leadership class for stakeholders in the East End of Pittsburgh specifically, including residents and predominantly nonprofit employees.
- Citizens Leadership Initiative – A leadership program for Pittsburgh residents who had been formerly homeless. This class developed skills to enable participants to be able to participate and lead civic initiatives in their own neighborhoods.

**WORK
EXPERIENCE**

Describe below all previous work experience (including unpaid experience) in reverse chronological order (present or most recent employment first). **Include any information not listed on your resume.**

Name of Employer: Carnegie Mellon University
Address: 5000 Forbes Avenue, Pittsburgh PA, 15213
Your job title: Teaching Assistant
Supervisor (name & title): Mark Minnerly, Professor
Employed From (month/year): July 2007 To (month/year): January 2008
Salary (dollars/week): Start: NA Final: NA Hours/week: 10 – 20 variable
Reason for leaving: Full time job began taking up too much time
May we contact this employer Yes No Phone: 412.302.2686

Summary of your duties and responsibilities _____

I helped Mark, a private developer in East Liberty, teach the graduate level/cross disciplinary class *Real Estate Design and Development*. My main roles were to help develop curriculum, set up speakers for class, grade projects, critique design charrettes, and assist students during class time with design, community process questions, and pro forma creation.

**ADDITIONAL
INFORMATION**

1. Are you authorized to work in the United States? Yes No
2. In the past ten (10) years, have you been convicted, placed on probation, or under supervision for any violation of law? Yes No
If yes, please explain, including the basis, the date, and any circumstances contributing to rehabilitation. (A record of a conviction is not an automatic bar to employment).

3. Do you have reliable transportation? Yes No
If the position you are applying for requires you to travel locally, do you hold a driver's license or have another way to access prompt, reliable transportation?
 Not Applicable Yes No
4. Do you have a valid Commercial Driver's License (CDL)? Yes No
5. Have you been disciplined or discharged by a former employer for conduct involving any type of dishonesty, ethical misconduct or violent behavior in the last 15 years?
If Yes, please attach an explanation. Yes No
6. Have you ever worked for the City of Burlington ("City") before? Yes No
If yes, identify department and dates of employment. _____
Reason for leaving? _____
7. Please list any relatives or domestic partner employed by the City and the department(s) in which they work. None
8. I understand that in making this application, the City may be contacting my references and/or prior employers. I have I have not signed the attached release regarding my prior employment and references. I understand that if the City is unable to communicate with my references or prior employers due to my conduct, it may affect my opportunity for employment. (Please attach an explanation if there are extenuating circumstances you feel the employer should know.).
9. I understand that if the position for which I am applying includes work with individuals or groups who are recognized as vulnerable, such as children, the elderly, or mentally disabled, I may be subject to background or record checks which I must pass prior to full employment.
10. I understand that if I accept employment by the City, as a result of my employment, I may receive City owned property to fulfill my employment obligations. At the time my employment with the City ends, I shall immediately return to the City all of its property and pay any personal expenses I incurred on any of the City's accounts. If I fail to do this, the City may deduct the cost of such City owned property and any such personal expenses from my pay.
11. If I am hired by the City, I understand that the City's Handbook/Personnel Policy, as it may be changed in the future, shall be applicable to me and I shall read it and comply with its provisions during my employment.
12. I hereby certify that this form and any attachments to it contain no false information and are complete to the best of my knowledge. I am aware that if an investigation discloses misrepresentation or falsification, my application may be rejected, my name removed from the applicant list, and if already employed, I may be dismissed from City service, and I may be disqualified from applying in the future for any City position.

Signed:  Date: 9/27/12

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.

TO APPLICANT: All applications for employment are kept in the City's general application file for ONE YEAR. If you would like to apply for another City position within ONE YEAR of this initial application, please contact us at (802) 865-7145.

Rev. 02/04

HUMAN RESOURCES DEPARTMENT



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RELEASE AND AUTHORIZATION TO OBTAIN EMPLOYMENT INFORMATION

This release authorizes persons whom I have listed as references and/or my previous employers to furnish to and discuss with the Human Resources staff from the City of Burlington any and all information which may be requested regarding my prior employment or fitness for employment, to include a copy of my personnel records of files.

I waive any claims to privacy or confidentiality regarding the disclosure of or discussion of my prior employment. I release the City of Burlington and its representatives and the individual references that I have listed as well as the representatives of my previous employers from any claims related to the release or discussion of my employment information or information relevant to employment so long as the information released by my references and prior employers is truthful.

*If I am applying for a position that requires a Commercial Driver's License I understand that the City may contact my prior employers for the purpose of investigating my safety performance history information. (391.21). The City will also conduct a Department of Motor Vehicle Record Check in accordance with 391.25.

Name (Signed)

A handwritten signature in black ink, appearing to read "Nathan Wildfire", written over a horizontal line.

(Printed Name)

Nathan Wildfire

Date

9/27/12

Non-Union
With 2.9% Increase from FY12

TABLE 30NU for FY 13

Annual Weekly Hourly	Grade	Step														
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	19	54364.94	55412.10	56459.97	57507.60	58554.99	59602.62	60650.02	61173.95	61697.88	62221.58	62745.51	63268.98	63792.68	64316.84	64840.54
		1045.48	1065.62	1085.77	1105.92	1126.06	1146.20	1166.35	1176.42	1186.50	1196.57	1206.64	1216.71	1226.78	1236.86	1246.93
		26.1370	26.6404	27.1442	27.6479	28.1514	28.6551	29.1587	29.4106	29.6624	29.9142	30.1661	30.4178	30.6696	30.9216	31.1733

City of Burlington
 Community and Economic Development Office
 November 2012

Peter Owens
 Director

Nathan Wildfire
 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

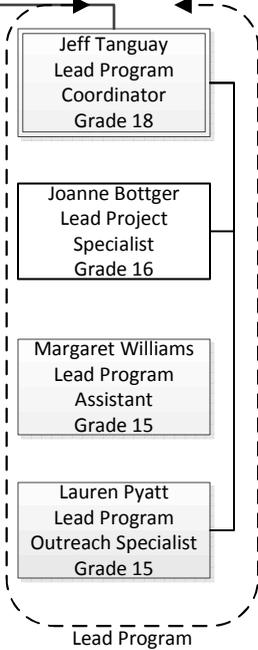
Vacant
 Housing Program Specialist
 Grade 16

Jeff Tanguay
 Lead Program Coordinator
 Grade 18

Joanne Bottger
 Lead Project Specialist
 Grade 16

Margaret Williams
 Lead Program Assistant
 Grade 15

Lauren Pyatt
 Lead Program Outreach Specialist
 Grade 15



Cindy Carey
 Finance Assistant
 Grade 15

Denise Girard
 Executive Secretary
 Grade 15

Vacant
 Community Development Specialist
 (AmeriCorps VISTA)

Beth Truzansky
 Coordinator of Community & Neighborhood
 Grade 18

Kesha Ram
 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

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

Vacant
 Offender Reentry Resource and Employment Assistant
 LTD FT Grade 15

Christine Longmore
 Offender Reentry Jobs Coordinator
 VABIR Contractor

