



HUMAN RESOURCES DEPARTMENT City of Burlington

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To: City Council

**From: Julie Hulburd, HR Manager
Susan Leonard, Director of Human Resources**

Date: May 21, 2015

Re: Reorganization of the Community and Economic Development Office (CEDO)

We respectfully bring forward the reorganization of the Community and Economic Development Office (CEDO) as requested by CEDO Director Peter Owens. As Director Owens indicates in his attached memo, the reorganization is designed to promote cross program collaboration, increase operational efficiencies, better align funding sources with those doing the work and integrate housing initiatives throughout the organization

This request has been reviewed CAO Rusten and calls for:

Creation of the Sustainable Housing and Economic Development Division

This division, formerly titled Economic Development, will be retitled Sustainable Housing and Economic Development (SHED). In addition to the goals listed above, changes to this division will standardize job titles and create career paths.

Reclassification of the Following Positions:

- Assistant Director of Economic Development Grade 19, to Assistant Director for Sustainable Housing and Economic Development (SHED) Grade 21.
- Special Projects Manager, Grade 17 to Senior Projects and Policy Specialist Grade 18
- Community Development Specialist – Economic Grade 16 to Project and Policy Specialist II – Business Development, Grade 17
- Special Projects Manager, Grade 17 job title change to Project and Policy Specialist II – Housing, Grade 17

Future Creation of New Position:

- Project and Policy Specialist I, Grade 16 (To be funded at a future date)

Below is an outline of the adjustment to salary for the proposed changes:

| Position | Current Grade/Step | Current FY 15 Annual Salary | Proposed Grade/Step | Proposed FY 16 Annual Salary |
|---|--------------------|-----------------------------|---------------------|------------------------------|
| Assist Director for SHED | 19/5 | \$59,731 | 21/1 | \$64,285 |
| Senior Projects and Policy Specialist | 17/15 | \$57,037 | 18/11 | \$59,947 |
| Project and Policy Specialist II – Business Development | 16/4 | \$47,474 | 17/3 | \$50,448 |
| Project and Policy Specialist II – Housing (Vacant) | 17/1 | \$47,869 | 17/1 | \$48,578 |
| (New) Project and Policy Specialist I | 16/1 | \$0 | 16/1 | \$0 |

Creation of Community Housing and Opportunity Programing Division

This division, formerly titled Community Development will be retitled Community Housing and Opportunity Programs (CHOP). As Director Owens notes, the proposed changes will increase efficiency and communication within the team and integrate housing within its scope. In addition, we have created paths for succession with in this team to allow for continued growth and development among team members.

Elimination of the following positions:

- Executive Secretary Grade 15
- Assistant Director of Housing and Neighborhood Revitalization Grade 19

Reclassification of the following positions

- Housing and Program Manager Grade 18 to Housing Program Manager Grade 19

Creation of the following position

- Community Development Specialist I – Grants Management, Grade 16

| Position | Current Grade/Step | Current Annual Salary | Proposed Grade/Step | Proposed Annual Salary |
|---|--------------------|-----------------------|---------------------|------------------------|
| Executive Secretary | 15/1 | \$42,205 | | \$0 |
| Assistant Director of Housing and Neighborhood Revitalization | 19/1 | \$55,457 | | \$0 |
| Community Development Specialist I –Grants Management | | | 16/1 | \$45,575 |

Additionally, we recommend changes to the following titles to create standardization and articulation of career paths within this division:

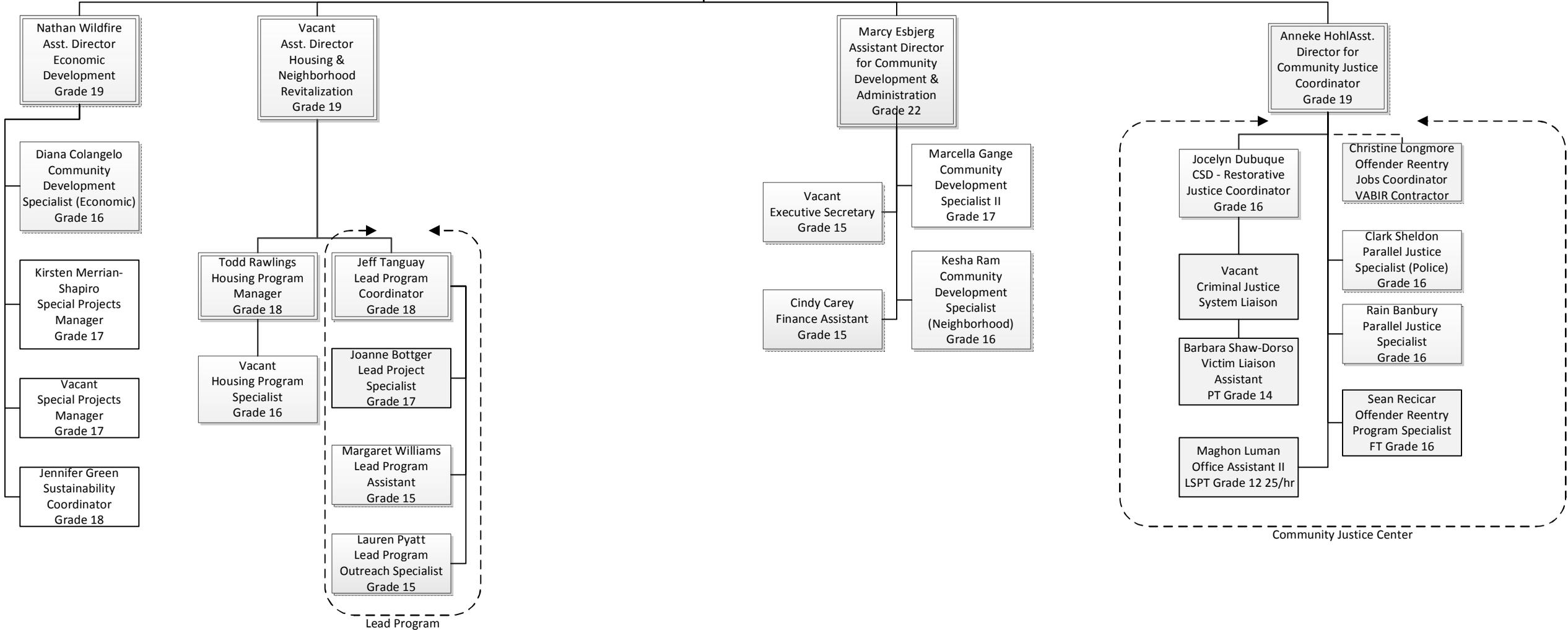
- Assistant Director for Community Development and Administration would become Assistant Director for Community Housing and Opportunity Programs (CHOP)
- Lead Program Coordinator would become Senior Lead Program Specialist
- Lead Project Specialist would become Lead Program Specialist II
- Lead Program Assistant would become Lead Program Specialist I
- Lead Program Outreach Specialist would become Lead Program Outreach Specialist I

Attached please find supporting documentation for the above requests including; current organizational chart, updated organizational chart, position job descriptions, Director Owen's memo. If approved, the above changes will be effective on July 1, 2015.

Thank you for your consideration.

City of Burlington
Community and Economic Development Office
May 2015
Current

Peter Owens
Director



City of Burlington
 Community and Economic Development Office
 May 2015
 Proposed

Peter Owens
 Director

Nathan Wildfire
 Assistant Director for
 Sustainable Housing and
 Economic Development
 (SHED)
 Grade 21

Marcy Esbjerg
 Director for
 Community, Housing
 and Opportunity
 Programs (CHOP)
 Grade 22

Anneke Hohl
 Asst. Director for
 Community Justice
 Coordinator
 Grade 19

Kirsten Merriam-
 Shapiro
 Senior Projects and
 Policy Specialist
 Grade 18

Jennifer Green
 Sustainability
 Coordinator
 Grade 18

Todd Rawlings
 Housing Program
 Manager
 Grade 19

Marcella Gange
 Community Development
 Specialist II (AmeriCorps)
 Grade 17

Cindy Carey
 Finance Assistant
 Grade 15

Jocelyn Dubuque
 CSD - Restorative
 Justice Coordinator
 Grade 16

Christine Longmore
 Offender Reentry
 Jobs Coordinator
 VABIR Contractor

Diana Colangelo
 Projects and Policy
 Specialist II
 - Business
 Development
 Grade 17

Jeff Tanguay
 Senior Lead Program
 Specialist
 Grade 18

Vacant
 Housing Program
 Specialist I
 Grade 16

Kesha Ram
 Community Development
 Specialist I (Public
 Engagement)
 Grade 16

Vacant
 Criminal Justice
 System Liaison
 PT Grade 15

Clark Sheldon
 Parallel Justice
 Specialist (Police)
 Grade 16

Vacant
 Projects and Policy
 Specialist II
 -Housing
 Grade 17

Joanne Bottger
 Lead Program
 Specialist II
 Grade 17

Vacant
 Community Development
 Specialist I -Grants
 Management
 Grade 16

Barbara Shaw-Dorso
 Victim Liaison
 Assistant
 PT Grade 14

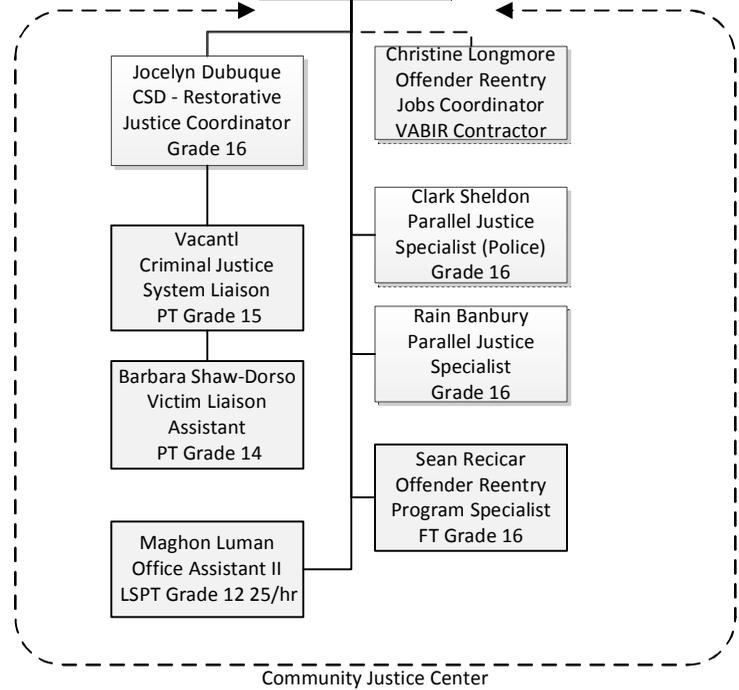
Rain Banbury
 Parallel Justice
 Specialist
 Grade 16

Vacant (Proposed
 New FY17)
 Projects and Policy
 Specialist I
 Grade 16

Margaret Williams
 Lead Program
 Specialist I
 Grade 16

Maghon Luman
 Office Assistant II
 LSPT Grade 12 25/hr

Sean Recicar
 Offender Reentry
 Program Specialist
 FT Grade 16



Community Justice Center

City of Burlington

Job Description

Position Title: Community Development Specialist I – Grant Support

Department: Community and Economic Development

Reports to: Assistance Director for Administration and Community Development

Pay Grade: 16

Job Code:

Exempt/Non-Exempt: Non-Exempt

Union: Non-Union

General Purpose:

This position is responsible for providing administrative support for CEDO grant programs and administration.

Essential Job Functions: (This section outlines the fundamental job functions that must be performed in this position. The "Qualifications/Basic Job Requirements" and the "Physical and Mental/Reasoning Requirements and Work Environment" state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.)

- Provide administrative support for CEDO's grant programs including but not limited to, CDBG, AmeriCorps, HOME, Burlington Lead Program and CJC grants. Administrative support includes but is not limited to recordkeeping, background check implementation and oversight, timesheet review, reimbursement/invoice review and processing
- Provide administrative support to the CDBG Citizen Advisory Board, and other public boards, committees and events. This support includes, but is not limited to, circulate agendas; schedule meetings and meeting space; warn meetings; record, transcribe and distribute minutes; assure follow-through to meeting issues; maintain records and files; assist in developing and disseminating outreach materials, publicity and signage plans; facilitate communication with other City Departments.
- Train and coordinate the work of clerical staff and interns. Provide/ensure front desk coverage.
- Assist in information gathering, record keeping, monitoring, data input and report generation for federal and state grants. Provide research support as requested. Researches/compiles grant and program data; coordinates document development/preparation and helps edit submissions for clarity and completeness; evaluates documents for compliance with grant programs; facilitates the submission process including copying and distribution through the use of mail, internet or other delivery means to meet deadline requirements.
- Assists with preparations for site visits and audits; assists with the preparation of special audit files, reports and other information as needed.
- Prepare and assist with the monitoring of sub recipients.
- Assist with the development of sub recipient contracts and environmental reviews.

- Monitor grant activities to ensure compliance with federal and state regulations.
- Participates and supports all key grant operations including tracking statistics, proper file documentation, strategic planning and program assessment/evaluation.
- Assist in establishing and maintaining office operations and systems, including databases, mapping projects, supply orders, equipment orders and maintenance, and policy reminders.
- Assist in maintaining department web page.
- Maintain general knowledge of staff and department policies, procedures and guidelines and provide general orientation to new staff members.
- Update and disseminate brochures and program information.
- Assist department staff with special projects.

Non-Essential Job Functions:

- Other duties as required.

Qualifications/Basic Job Requirements:

- Bachelor's Degree and two years experience; or an Associate's Degree and three years experience; or a high school diploma or equivalent and five years experience in an office environment.
- Previous grant experience preferred.
- Previous experience within a municipality or non-profit preferred.
- Computer proficiency in word processing, spreadsheets, database, web and desktop publishing applications required. Specific proficiency in Word, Excel, Access, Front Page, Publisher, PowerPoint and Adobe Acrobat preferred.
- Must be able to work in a team environment, while also being self-directed.
- Must adapt to changing job duties and be able to multi-task
- Must be able to assume administrative responsibility and carry out tasks with minimal instruction.
- Detail-oriented.
- Must be able to plan, organize and coordinate workload of self and subordinate(s).
- Must display excellent verbal and written communication skills.
- Must interact well with the public.
- Must be able to work evenings as required.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.
-

Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> seeing | <input checked="" type="checkbox"/> ability to move distances | <input type="checkbox"/> lifting (specify) |
| <input type="checkbox"/> color perception (red, green, amber) | <input type="checkbox"/> within and between warehouses/offices | <input type="checkbox"/> pounds |
| <input checked="" type="checkbox"/> hearing/listening | <input type="checkbox"/> climbing | <input type="checkbox"/> carrying (specify) |
| <input checked="" type="checkbox"/> clear speech | <input type="checkbox"/> ability to mount and dismount forklift/truck | <input type="checkbox"/> <u>10</u> pounds |
| <input checked="" type="checkbox"/> touching | <input type="checkbox"/> pushing/pulling | <input type="checkbox"/> driving (local/over the road) |
| <input checked="" type="checkbox"/> dexterity | | |
| <input checked="" type="checkbox"/> hand | | |
| <input checked="" type="checkbox"/> finger | | |
| <input type="checkbox"/> reading - basic | <input type="checkbox"/> math skills - basic | <input checked="" type="checkbox"/> analysis/comprehension |
| <input checked="" type="checkbox"/> reading - complex | <input checked="" type="checkbox"/> math skills - complex | <input checked="" type="checkbox"/> judgment/decision making |
| <input type="checkbox"/> writing - basic | <input checked="" type="checkbox"/> clerical | |
| <input checked="" type="checkbox"/> writing - complex | | |
| <input type="checkbox"/> shift work | <input type="checkbox"/> outside | <input type="checkbox"/> pressurized equipment |
| <input checked="" type="checkbox"/> works alone | <input type="checkbox"/> extreme heat | <input type="checkbox"/> moving objects |
| <input checked="" type="checkbox"/> works with others | <input type="checkbox"/> extreme cold | <input type="checkbox"/> high places |
| <input checked="" type="checkbox"/> verbal contact w/others | <input type="checkbox"/> noise | <input type="checkbox"/> fumes/odors |
| <input checked="" type="checkbox"/> face-to-face contact | <input type="checkbox"/> mechanical equipment | <input checked="" type="checkbox"/> hazardous materials |
| <input checked="" type="checkbox"/> inside | <input type="checkbox"/> electrical equipment | <input type="checkbox"/> dirt/dust |

Supervision:

Directly Supervises: _____ Indirectly Supervises: _____

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

City of Burlington Job Description

Position Title: Director of Community, Housing and Opportunity Programs

Department: Community & Economic Development Office (CEDO)

Reports to: Director of CEDO

Pay Grade:22

Job Code:

Exempt/Non-Exempt: Exempt

Union: Non-Union

General Purpose:

This position is responsible for the development and management of a team to oversee the city's programs focused on neighborhood & community development, housing, 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 housing grant programs.

Essential Job Functions: (This section outlines the fundamental job functions that must be performed in this position. The "Qualifications/Basic Job Requirements" and the "Physical and Mental/Reasoning Requirements and Work Environment" state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.)

Department-Wide

- Act as CEDO Director in her or his or her absences when directed to do so by the CEDO Director.
- Support the CEDO Director in developing strategic and operational management plans for the department.
- Assist the CEDO Director in tracking goals related to the City's community and economic development, housing, neighborhood, social justice, diversity policies, programs and activities.
- Assist the CEDO Director in tracking long range department goals and provide periodic written reports.
- Assist the CEDO Director in gathering data for the early stages of budget planning and budget work sessions.
- Assist the director in developing and implementing a department-wide strategy to ensure the completion of annual performance evaluations.
- Take day-today responsibility for staff and operations including coordinating regular staff meetings and retreats and assisting the director in setting and maintaining office structure and work rules.
- Serve as "point person," under the direction of the CEDO Director to manage and track the success of grants department-wide.

- Assist the Director in creating clear and readily understandable information about department-wide activities for the public, funders, grantees, and other City departments, in a variety of media.

Community, Housing and Opportunity Programs Division

- Manage, develop and coordinate neighborhood & community development, housing grants, participatory governance, national service and social services/social equity programs.
- Conduct policy development, special planning and research projects emerging from community development, housing, 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, housing 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

funderson and from grantees and program staff) and procedures.

- Create/deliver clear and readily understandable information about the division'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, and 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.
- Two years of experience in a supervisory role.
- Masters in Community Development or Public Administration preferred.
- Experience in strategic planning and project management 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, affordable 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 actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.

Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

seeing

lifting (specify)

10_ pounds

carrying (specify)

10_ pounds

climbing

driving

ability to move distances

color perception

(red, green, amber)

hearing/listening

clear speech

touching

- Ability to mount and dismount forklift
- pushing/pulling
- math skills - basic
- reading ó complex
- judgment/decision
- clerical making
- shift work
- pressurized equipment
- extreme heat
- works with others
- high places
- noise
- face-to-face contact
- hazardous materials
- electrical equipment

- dexterity hand finger
- reading ó basic
- analysis/comprehension
- math skills ó complex
- writing ó basic
- writing ó complex
- outside
- works alone
- moving objects
- extreme cold
- verbal contact w/others
- fumes/odors
- mechanical equipment
- inside
- dirt/dust

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The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

(revised 11/14/01; classified 4/16/02)(revised March 30, 2010) Revised November 10, 2014

City of Burlington Job Description

Position Title: Assistant Director of Sustainable Housing and Economic Development

Department: Community and Economic Development (CEDO)

Reports to: Director of CEDO

Pay Grade: 21

Exempt/Non-Exempt: Exempt

Union: Non-Union

General Purpose: This position oversees the Sustainable Housing and Economic Development Team within the Community and Economic Development Office. The primary focus is to implement the Department's project and policy priorities, while assisting businesses to grow. This position also oversees the Project and Policy Specialist Team working with a variety of housing and economic development projects.

Essential Job Functions: (This section outlines the fundamental job functions that must be performed in this position. The "Qualifications/Basic Job Requirements" and the "Physical and Mental/Reasoning Requirements and Work Environment" state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.)

- Direct and oversee the administration and budget of all housing and economic development programs as well as the sustainability and brownfields programs and their related projects.
- Assist the Director of CEDO in developing the CEDO department budget, working closely with the Clerk Treasurers office, the CEDO Leadership Team, and the Financial Assistant for CEDO.
- Encourage and support the development of the City of Burlington's economy through technical assistance to non-profits, grant applications, legislative initiatives, and financial and technical assistance to Burlington area businesses.
- Supervise the Sustainable Housing and Economic Development team including, hiring and performance management. Assess and schedule work and training, and evaluate performance and efficiency. Provide direct oversight to staff.
- Monitor the performance of consultants, contractors and governmental partners enlisted or funded to meet division program objectives.
- Oversee CEDO's development projects including financing, facilitation of external partners and serving as primary point of contact for other departments.
- 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 neighborhoods and districts and economic development

policy as directed by the CEDO Director.

- Create opportunities to stimulate economic development and fund public infrastructure and/or public facilities with tax increment financing.
- Oversee multi-million dollar projects in both the Waterfront and Downtown TIF.
- Oversee, with assistance from the Senior Policy and Projects Specialist, both the portfolio of TIF projects and capacity in the TIF District.
- Participate in Community and public engagement as it relates to team programs and projects.
- 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 housing, and economic development policy for the City of Burlington; as well as non-profit and business leaders.

Non-Essential Job Functions:

- Performs other duties as required.

Qualifications/Basic Job Requirements:

- 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. Master's Degree preferred.
- Five (5) years of progressively responsible experience in housing and/or economic development, small business management, including program management with demonstrated proficiency required.
- Three (3) years of supervisory experience.
- Two (2) years experience advising businesses required 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 evaluate loans, business plans and 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, tax increment financing, 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.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.
-

Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

- | | | |
|--|--|---|
| <input type="checkbox"/> seeing | <input type="checkbox"/> ability to move distances | <input type="checkbox"/> lifting (specify) |
| <input type="checkbox"/> color perception (red, green, amber) | <input type="checkbox"/> within and between warehouses/offices | <input type="checkbox"/> pounds |
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| <input checked="" type="checkbox"/> clear speech | <input type="checkbox"/> ability to mount and dismount forklift/truck | <input type="checkbox"/> pounds |
| <input checked="" type="checkbox"/> touching | <input type="checkbox"/> pushing/pulling | <input type="checkbox"/> driving (local/over the road) |
| <input checked="" type="checkbox"/> dexterity | | |
| <input checked="" type="checkbox"/> hand | | |
| <input checked="" type="checkbox"/> finger | | |
| <input type="checkbox"/> reading - basic | <input type="checkbox"/> math skills - basic | <input checked="" type="checkbox"/> analysis/comprehension |
| <input checked="" type="checkbox"/> reading ó complex | <input checked="" type="checkbox"/> math skills - complex | <input checked="" type="checkbox"/> judgment/decision making |
| <input type="checkbox"/> writing - basic | <input checked="" type="checkbox"/> clerical | |
| <input checked="" type="checkbox"/> writing - complex | | |
| <input type="checkbox"/> shift work | <input type="checkbox"/> outside | <input type="checkbox"/> pressurized equipment |
| <input checked="" type="checkbox"/> works alone | <input type="checkbox"/> extreme heat | <input type="checkbox"/> moving objects |
| <input checked="" type="checkbox"/> works with others | <input type="checkbox"/> extreme cold | <input type="checkbox"/> high places |
| <input checked="" type="checkbox"/> verbal contact w/others | <input type="checkbox"/> noise | <input type="checkbox"/> fumes/odors |
| <input checked="" type="checkbox"/> face-to-face contact | <input type="checkbox"/> mechanical equipment | <input type="checkbox"/> hazardous materials |
| <input checked="" type="checkbox"/> inside | <input type="checkbox"/> electrical equipment | <input type="checkbox"/> dirt/dust |

Supervision:

Directly Supervises: 2 Indirectly Supervises:

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an

exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

DRAFT

City of Burlington

Job Description

Position Title: Housing Program Manager

Department: Community and Economic Development Office

Reports to: Director of Community, Housing and Opportunity Programs

Pay Grade: 19

Job Code: 340

Exempt/Non-Exempt: Exempt

Union: Non-Union

General Purpose: This position is responsible for managing the City's affordable housing programs within the Community and Economic Development Office. This position will oversee the administration of Burlington's housing grant programs and enforce a range of City ordinances listed below.

Essential Job Functions: (This section outlines the fundamental job functions that must be performed in this position. The "Qualifications/Basic Job Requirements" and the "Physical and Mental/Reasoning Requirements and Work Environment" state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.)

- Assist the CEDO Director in the development and the oversight of budgets for all housing grants and Housing Trust Fund.
- Encourage and support the development of permanently affordable housing through technical assistance to nonprofits, grant applications and legislative initiatives.
- Assist in the enforcement of City ordinances: Housing Preservation and Replacement, Inclusionary Zoning, Impact Fee Waivers, Women and Construction Trade Ordinance, and Condominium Conversion.
- Provide supervision and guidance to the administration of the federal HOME and CDBG programs.
- Provide supervision and guidance to the Lead Program Coordinator in administering the Burlington Lead & Healthy Homes Program.
- Serve as point of contact with HUD Office of Lead Hazard Control and Healthy Homes and HOME Investment Partnership Program
- Administer the Burlington Housing Trust Fund.
- Provide housing information for plans, reports and other documents related to CEDO's funding sources.
- Serve as the City's point of contact on Fair Housing issues.
- Assist nonprofit housing development organizations in their efforts to acquire, rehabilitate or construct affordable housing. Assist the Mayor and City Council in developing and drafting housing policies that reduce barriers to affordable housing.
- Implement Home Improvement Program (HIP) and HOME funded housing rehabilitation/construction projects, including but not limited to screening for eligibility, property inspections, work write-ups, underwriting performing title searches, generating loan documents, and assisting homeowners in securing zoning and building permits , inspecting projects during construction to ensure adherence to the scope of work,

disbursing loans and grant funds to contractors, and project closeout in HUD's disbursement software..

- Develop and maintain marketing material for housing programs.
- Supervise the bidding and construction process for housing rehabilitation projects being undertaken by private home owners, and assist with other CEDO-related construction projects where appropriate.
- Collaborate with other local and federal grant/loan programs to extend maximum benefits to loan recipients.
- Develop and maintain program and project budgets including managing contractor disbursements.
- Ensure that proposed and completed projects comply with federal grant requirements.
- Oversee federal reporting and compliance requirements for the Davis/Bacon Wage Act, Environmental Reviews and other required reports.
- Oversee annual rent and income reviews for all HOME projects.
- Assist in the preparation of the City's Consolidated Plan.
- Function as the liaison between CEDO and code enforcement officers and the Vacant Buildings Committee, as well as other entities dealing with housing.
- Maintain strong relations with City departments and State and Federal agencies.
-
- Other duties as assigned.

Qualifications/Basic Job Requirements:

- Bachelor's Degree in planning, public administration or a related field; equivalent training and experience may be substituted for educational requirements.
- Minimum of 5 years of experience in the development and/or financing of nonprofit affordable housing.
- Experience in hiring and supervising employees and private contractors.
- Knowledge of budget development and administration, including capital development budgeting and grant administration.
- Knowledge of construction methods and techniques.
- Basic project development skills such as working knowledge of the zoning process, building permit process and City government processes in general.
- Experience in grant-writing and municipal budgeting.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.
- Valid VT State Drivers license required
- Ability to communicate effectively, both in writing and orally.

- Ability to interact with courtesy when dealing with the public.
- Ability to work independently and to budget time and workload.
- Ability to analyze operating and development pro formas.
- Knowledge of residential building inspection, systems and construction project management.
- Experience in federal housing program requirements and management.
- Commitment to continued professional development.

Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> seeing | <input checked="" type="checkbox"/> ability to move distances within and between warehouses/offices | <input type="checkbox"/> lifting (specify) _____ pounds |
| <input type="checkbox"/> color perception (red, green, amber) | <input type="checkbox"/> climbing | <input type="checkbox"/> carrying (specify) _____ pounds |
| <input checked="" type="checkbox"/> hearing/listening | <input type="checkbox"/> ability to mount and dismount forklift/truck | <input type="checkbox"/> driving (local/over the road) |
| <input checked="" type="checkbox"/> clear speech | <input type="checkbox"/> pushing/pulling | |
| <input checked="" type="checkbox"/> touching | | |
| <input checked="" type="checkbox"/> dexterity | | |
| <input checked="" type="checkbox"/> hand | | |
| <input checked="" type="checkbox"/> finger | | |
| <input type="checkbox"/> reading - basic | <input type="checkbox"/> math skills - basic | <input checked="" type="checkbox"/> analysis/comprehension |
| <input checked="" type="checkbox"/> reading - complex | <input checked="" type="checkbox"/> math skills - complex | <input checked="" type="checkbox"/> judgment/decision making |
| <input type="checkbox"/> writing - basic | <input checked="" type="checkbox"/> clerical | |
| <input checked="" type="checkbox"/> writing - complex | | |
| <input type="checkbox"/> shift work | <input type="checkbox"/> outside | <input type="checkbox"/> pressurized equipment |
| <input checked="" type="checkbox"/> works alone | <input type="checkbox"/> extreme heat | <input type="checkbox"/> moving objects |
| <input checked="" type="checkbox"/> works with others | <input type="checkbox"/> extreme cold | <input type="checkbox"/> high places |
| <input checked="" type="checkbox"/> verbal contact w/others | <input type="checkbox"/> noise | <input type="checkbox"/> fumes/odors |
| <input checked="" type="checkbox"/> face-to-face contact | <input type="checkbox"/> mechanical equipment | <input type="checkbox"/> hazardous materials |
| <input checked="" type="checkbox"/> inside | <input type="checkbox"/> electrical equipment | <input checked="" type="checkbox"/> dirt/dust |

Supervision:

Directly Supervises: 1 Indirectly Supervises:

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

Revised: 02/21/2011

DRAFT

City of Burlington

Job Description

Proposed FY17

Position Title: Projects and Policy Specialist I

Department: Community and Economic Development Office

Reports to: Assistant Director of Sustainable Housing and Economic Development

Pay Grade: 16

Job Code:

Exempt/Non-Exempt: Exempt

Union: N/A

General Purpose: This position is responsible for assisting in facilitating development projects and policies that create economic vitality, with a focus on mixed use development. This position is generally project-focused, and expected to work with a variety of public, private and nonprofit partners. Outcomes will be driven by community planning processes, requirements of funders, and the priorities of the Mayor and CEDO leadership.

Essential Job Functions: (This section outlines the fundamental job functions that must be performed in this position. The "Qualifications/Basic Job Requirements" and the "Physical and Mental/Reasoning Requirements and Work Environment" state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.)

- Assist with CEDO's implementation of economic development projects,
- Maintain full knowledge and control of relevant information and tasks for each project.
- Implement all aspects of project completion including, but not limited to project planning, acquisition of new funding sources, coordination of resources, budgeting, public process, policy research, and internal and external partner coordination.
- Hire and supervise contractors, consultants, and employees when necessary within City policies and procedures.
- Conduct policy and best practices research for economic development
- Maintain accurate reporting of time and money, as well as results on each project.
- Comply with regulations associated with funding sources which may include but not limited to federal or state funding, tax increment financing or private funds.
- Report regularly on progress to the Assistant Director of Economic Development, and potentially public bodies.
- Establish and maintain good relations with co-workers and external partners
- Maintain office duties in CEDO including but not limited to attending staff meetings, participating in training, etc.
- Prepare and distribute publicity on projects when applicable.
- Continually research new program and funding opportunities for projects that further the

goals of the City.

Qualifications/Basic Job Requirements:

- Bachelor's degree required, and one year of experience in one or more specialized areas such as: waterfront development, brownfields redevelopment, housing development, downtown revitalization, development finance, business assistance and business planning, economic policy creation, transportation and/or historic preservation.
- Basic understanding of project management such as the ability to read blueprints, read engineering specification, working knowledge of the zoning ordinance, building permit process, and City government processes in general.
- Ability to do research on best practices and policies for municipalities, particularly for development and economic vitality
- Experience in fundraising, grant management, and municipal budgeting and bonding.
- Ability to communicate effectively and conduct public meetings
- High degree of administrative capabilities and organizational skills.
- Working knowledge of applicable local, regional state and federal regulatory and permit processes.
- Experience in large project management (budgets over 100k) from start to finish.
- Experience in hiring and supervising contractors and consultants.
- Experience in effective public process.
- Demonstrated experience in accessing new funding sources.
- Ability to manage budgets.
- Ability to meet deadlines and manage multiple projects at the same time.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.

Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> seeing | <input checked="" type="checkbox"/> ability to move distances | <input type="checkbox"/> lifting (specify) |
| <input type="checkbox"/> color perception (red, green, amber) | within and between warehouses/offices | <input type="checkbox"/> pounds |
| <input checked="" type="checkbox"/> hearing/listening | <input type="checkbox"/> climbing | <input type="checkbox"/> carrying (specify) |
| <input checked="" type="checkbox"/> clear speech | <input type="checkbox"/> ability to mount and | <input type="checkbox"/> pounds |
| <input type="checkbox"/> touching | dismount forklift/truck | <input checked="" type="checkbox"/> driving (local/over the road) |

- | | | |
|---|---|--|
| <input type="checkbox"/> dexterity | <input type="checkbox"/> pushing/pulling | |
| <input type="checkbox"/> hand | | |
| <input type="checkbox"/> finger | | |
| <input type="checkbox"/> reading - basic | <input type="checkbox"/> math skills - basic | <input checked="" type="checkbox"/> analysis/comprehension |
| <input checked="" type="checkbox"/> reading - complex | <input checked="" type="checkbox"/> math skills - complex | <input checked="" type="checkbox"/> judgment/decision |
| <input type="checkbox"/> writing - basic | <input checked="" type="checkbox"/> clerical | making |
| <input checked="" type="checkbox"/> writing - complex | | |
| <input type="checkbox"/> shift work | <input checked="" type="checkbox"/> outside | <input type="checkbox"/> pressurized equipment |
| <input checked="" type="checkbox"/> works alone | <input type="checkbox"/> extreme heat | <input type="checkbox"/> moving objects |
| <input checked="" type="checkbox"/> works with others | <input type="checkbox"/> extreme cold | <input type="checkbox"/> high places |
| <input checked="" type="checkbox"/> verbal contact w/others | <input type="checkbox"/> noise | <input type="checkbox"/> fumes/odors |
| <input checked="" type="checkbox"/> face-to-face contact | <input type="checkbox"/> mechanical equipment | <input type="checkbox"/> hazardous materials |
| <input checked="" type="checkbox"/> inside | <input type="checkbox"/> electrical equipment | <input type="checkbox"/> dirt/dust |

Supervision:

Directly Supervises: _____ Indirectly Supervises: _____

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

City of Burlington

Job Description

Position Title: Projects and Policy Specialist II - Housing

Department: Community and Economic Development Office

Reports to: Assistant Director of Sustainable Housing and Economic Development

Pay Grade: 17

Job Code:

Exempt/Non-Exempt: Exempt

Union: N/A

General Purpose: This position is responsible for facilitating development projects and policies that create economic vitality. This position is generally project-focused, and expected to work with a variety of public, private and nonprofit partners. Outcomes will be driven by community planning processes, requirements of funders, and the priorities of the Mayor and CEDO leadership.

Essential Job Functions: (This section outlines the fundamental job functions that must be performed in this position. The "Qualifications/Basic Job Requirements" and the "Physical and Mental/Reasoning Requirements and Work Environment" state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.)

- Assist with CEDO's implementation of development projects, particularly housing development, in accordance with the Housing Action Plan
- Maintain full knowledge and control of relevant information and tasks for each project.
- Implement all aspects of project completion including, but not limited to project planning, acquisition of new funding sources, coordination of resources, budgeting, public process, policy research, and internal and external partner coordination.
- Hire and supervise contractors, consultants, and employees when necessary within City policies and procedures.
- Conduct policy and best practices research for development across municipalities nationwide, particularly housing
- Maintain accurate reporting of time and money, as well as results on each project.
- Comply with regulations associated with funding sources which may include but not limited to federal or state funding, tax increment financing or private funds.
- Report regularly on progress to the Assistant Director of Economic Development, and potentially public bodies.
- Establish and maintain good relations with co-workers and external partners
- Maintain office duties in CEDO including but not limited to attending staff meetings, participating in training, etc.
- Prepare and distribute publicity on projects when applicable.
- Continually research new program and funding opportunities for projects that further the

goals of the City.

Qualifications/Basic Job Requirements:

- Bachelor's degree required, with two years of experience in one or more specialized areas such as: waterfront development, brownfields redevelopment, housing development, downtown revitalization, development finance, business assistance and business planning, economic policy creation, transportation and/or historic preservation.
- At least three years of direct project development experience (real estate or infrastructure) is desirable. Experience with housing policy and housing development preferred.
- Basic project management skills such as the ability to read blueprints, read engineering specification, working knowledge of the zoning ordinance, building permit process, and City government processes in general.
- Ability to do research on best practices and policies for municipalities, particularly for development and economic vitality
- Experience in fundraising, grant management, and municipal budgeting and bonding.
- Ability to communicate effectively and conduct public meetings
- High degree of administrative capabilities and organizational skills.
- Working knowledge of applicable local, regional state and federal regulatory and permit processes.
- Experience in large project management (budgets over 100k) from start to finish.
- Experience in hiring and supervising contractors and consultants.
- Experience in effective public process.
- Demonstrated experience in accessing new funding sources.
- Ability to manage budgets.
- Ability to meet deadlines and manage multiple projects at the same time.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.

Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

| | | |
|--|--|--|
| <input checked="" type="checkbox"/> seeing | <input type="checkbox"/> ability to move distances | <input type="checkbox"/> lifting (specify) |
| <input type="checkbox"/> color perception (red, green, amber) | within and between warehouses/offices | <input type="checkbox"/> pounds |
| <input checked="" type="checkbox"/> hearing/listening | <input type="checkbox"/> climbing | <input type="checkbox"/> carrying (specify) <input type="checkbox"/> pounds |

- | | | |
|---|--|--|
| <input checked="" type="checkbox"/> clear speech | <input type="checkbox"/> ability to mount and dismount forklift/truck | <input checked="" type="checkbox"/> driving (local/over the road) |
| <input type="checkbox"/> touching | <input type="checkbox"/> pushing/pulling | |
| <input type="checkbox"/> dexterity | | |
| <input type="checkbox"/> hand | | |
| <input type="checkbox"/> finger | | |
| <input type="checkbox"/> reading - basic | <input type="checkbox"/> math skills - basic | <input checked="" type="checkbox"/> analysis/comprehension |
| <input checked="" type="checkbox"/> reading - complex | <input checked="" type="checkbox"/> math skills - complex | <input checked="" type="checkbox"/> judgment/decision making |
| <input type="checkbox"/> writing - basic | <input checked="" type="checkbox"/> clerical | |
| <input checked="" type="checkbox"/> writing - complex | | |
| <input type="checkbox"/> shift work | <input checked="" type="checkbox"/> outside | <input type="checkbox"/> pressurized equipment |
| <input checked="" type="checkbox"/> works alone | <input type="checkbox"/> extreme heat | <input type="checkbox"/> moving objects |
| <input checked="" type="checkbox"/> works with others | <input type="checkbox"/> extreme cold | <input type="checkbox"/> high places |
| <input checked="" type="checkbox"/> verbal contact w/others | <input type="checkbox"/> noise | <input type="checkbox"/> fumes/odors |
| <input checked="" type="checkbox"/> face-to-face contact | <input type="checkbox"/> mechanical equipment | <input type="checkbox"/> hazardous materials |
| <input checked="" type="checkbox"/> inside | <input type="checkbox"/> electrical equipment | <input type="checkbox"/> dirt/dust |

Supervision:

Directly Supervises: _____ Indirectly Supervises: _____

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

City of Burlington

Job Description

Position Title: Projects and Policy Specialist II - Business

Department: Community and Economic Development Office

Reports to: Assistant Director of Economic Development

Pay Grade: 17

Job Code:

Exempt/Non-Exempt: Exempt

Union: N/A

General Purpose: This position is responsible for facilitating development projects and policies that create economic vitality, with a particular focus on business assistance. This position is generally project-focused, and expected to work with a variety of public, private and nonprofit partners. Outcomes will be driven by community planning processes, requirements of funders, and the priorities of the Mayor and CEDO leadership.

Essential Job Functions: (This section outlines the fundamental job functions that must be performed in this position. The "Qualifications/Basic Job Requirements" and the "Physical and Mental/Reasoning Requirements and Work Environment" state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.)

- Assist with CEDO's implementation of economic development projects, with a particular focus on businesses
- Maintain full knowledge and control of relevant information and tasks for each project.
- Implement all aspects of project completion including, but not limited to project planning, acquisition of new funding sources, coordination of resources, budgeting, public process, policy research, and internal and external partner coordination.
- Hire and supervise contractors, consultants, and employees when necessary within City policies and procedures.
- Conduct policy and best practices research for economic development and business assistance across municipalities nationwide
- Manage, under the direction of the Assistant Director of Sustainable Housing and Economic Development, the CEDO revolving loan funds for business assistance, including managing relationships with underwriting and loan partners.
- Maintain the real estate space database for CEDO
- Maintain accurate reporting of time and money, as well as results on each project.
- Comply with regulations associated with funding sources which may include but not limited to federal or state funding, tax increment financing or private funds.
- Report regularly on progress to the Assistant Director of Economic Development, and potentially public bodies.
- Establish and maintain good relations with co-workers and external partners

- Maintain office duties in CEDO including but not limited to attending staff meetings, participating in training, etc.
- Prepare and distribute publicity on projects when applicable.
- Continually research new program and funding opportunities for projects that further the goals of the City.
- Continually assess the needs of businesses in Burlington and provide tools and technical assistance to help meet those needs
- Assist the Assistant Director as needed on policy reform efforts to enable business stability and growth

Qualifications/Basic Job Requirements:

- Bachelor's degree required, and two years of experience in one or more specialized areas such as: waterfront development, brownfields redevelopment, housing development, downtown revitalization, development finance, business assistance and business planning, economic policy creation, transportation and/or historic preservation.
- At least three years of direct project development experience (development or running a business) is desirable.
- Basic project management skills such as the ability to read blueprints, read engineering specification, working knowledge of the zoning ordinance, building permit process, and City government processes in general.
- Ability to do research on best practices and policies for municipalities, particularly for business growth and economic vitality
- Experience in fundraising, grant management, and municipal budgeting and bonding.
- Ability to communicate effectively and conduct public meetings
- High degree of administrative capabilities and organizational skills.
- Working knowledge of applicable local, regional state and federal regulatory and permit processes.
- Experience in large project management (budgets over 100k) from start to finish.
- Experience in hiring and supervising contractors and consultants.
- Experience in effective public process.
- Demonstrated experience in accessing new funding sources.
- Ability to manage budgets.
- Ability to meet deadlines and manage multiple projects at the same time.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.

Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

- | | | |
|--|--|--|
| <input checked="" type="checkbox"/> seeing | <input type="checkbox"/> ability to move distances | <input type="checkbox"/> lifting (specify) |
| <input type="checkbox"/> color perception (red, green, amber) | <input type="checkbox"/> within and between warehouses/offices | <input type="checkbox"/> pounds |
| <input checked="" type="checkbox"/> hearing/listening | <input type="checkbox"/> climbing | <input type="checkbox"/> carrying (specify) |
| <input checked="" type="checkbox"/> clear speech | <input type="checkbox"/> ability to mount and dismount forklift/truck | <input checked="" type="checkbox"/> driving (local/over the road) |
| <input type="checkbox"/> touching | <input type="checkbox"/> pushing/pulling | |
| <input type="checkbox"/> dexterity | | |
| <input type="checkbox"/> hand | | |
| <input type="checkbox"/> finger | | |
| <input type="checkbox"/> reading - basic | <input type="checkbox"/> math skills - basic | <input checked="" type="checkbox"/> analysis/comprehension |
| <input checked="" type="checkbox"/> reading - complex | <input checked="" type="checkbox"/> math skills - complex | <input checked="" type="checkbox"/> judgment/decision making |
| <input type="checkbox"/> writing - basic | <input checked="" type="checkbox"/> clerical | |
| <input checked="" type="checkbox"/> writing - complex | | |
| <input type="checkbox"/> shift work | <input checked="" type="checkbox"/> outside | <input type="checkbox"/> pressurized equipment |
| <input checked="" type="checkbox"/> works alone | <input type="checkbox"/> extreme heat | <input type="checkbox"/> moving objects |
| <input checked="" type="checkbox"/> works with others | <input type="checkbox"/> extreme cold | <input type="checkbox"/> high places |
| <input checked="" type="checkbox"/> verbal contact w/others | <input type="checkbox"/> noise | <input type="checkbox"/> fumes/odors |
| <input checked="" type="checkbox"/> face-to-face contact | <input type="checkbox"/> mechanical equipment | <input type="checkbox"/> hazardous materials |
| <input checked="" type="checkbox"/> inside | <input type="checkbox"/> electrical equipment | <input type="checkbox"/> dirt/dust |

Supervision:

Directly Supervises: _____ Indirectly Supervises: _____

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

City of Burlington Job Description

Position Title: Senior Projects and Policy Specialist – Infrastructure

Department: Community and Economic Development Office

Reports to: Assistant Director of Sustainable Housing and Economic Development

Pay Grade: 18

Job Code: ????

Exempt/Non-Exempt: Exempt

Union: N/A

General Purpose: This position is responsible for facilitating development projects and policies that create economic vitality, with a particular focus on infrastructure and brownfield development. This position is generally project-focused, and expected to work with a variety of public, private and nonprofit partners. Outcomes will be driven by community planning processes, requirements of funders, and the priorities of the Mayor and CEDO leadership. This position has a special role in assisting the Assistant Director of Sustainable Housing and Economic Development determine development priorities, and has a primary role in managing the federal grant portfolio, procurement procedures, and navigation of council committees across the entire team.

Essential Job Functions: (This section outlines the fundamental job functions that must be performed in this position. The "Qualifications/Basic Job Requirements" and the "Physical and Mental/Reasoning Requirements and Work Environment" state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.)

- Assist the Assistant Director of Sustainable Housing and Economic Development in determining development and policy priorities for the team.
- Manage the federal grant portfolio to support the activities for the entire Sustainable Housing and Economic Development team; oversee the completion of applications (with each relevant Policy and Project Manager,) and keep track of the fund balances for each program.
- Manage all relationships with brownfields partners at the state and federal level
- Manage all relationships with infrastructure partners at the state and federal level
- Specifically manage all procurement processes for the Sustainable Housing and Economic Development team
- Assist the Assistant Director of Sustainable Housing and Economic Development in managing the Tax Increment Financing portfolio of projects for the City, and specifically manage all infrastructure TIF projects; manage relationships with other departments on collaborative TIF projects
- Assist with CEDO's implementation of economic development projects, with a particular focus on infrastructure and brownfields development

- Maintain full knowledge and control of relevant information and tasks for each project.
- Implement all aspects of project completion including, but not limited to project planning, acquisition of new funding sources, coordination of resources, budgeting, public process, policy research, and internal and external partner coordination.
- Hire and supervise contractors, consultants, and employees when necessary within City policies and procedures.
- Conduct policy and best practices research for economic development, infrastructure, and brownfields redevelopment across municipalities nationwide
- Maintain accurate reporting of time and money, as well as results on each project.
- Comply with regulations associated with funding sources which may include but not limited to federal or state funding, tax increment financing or private funds.
- Report regularly on progress to the Assistant Director of Economic Development, and potentially public bodies.
- Establish and maintain good relations with co-workers and external partners
- Maintain office duties in CEDO including but not limited to attending staff meetings, participating in training, etc.
- Prepare and distribute publicity on projects when applicable.
- Continually research new program and funding opportunities for projects that further the goals of the City.
- Research and secure tools to facilitate brownfields assessment, remediation, and redevelopment, and maintain an characteristics inventory of brownfield sites

Qualifications/Basic Job Requirements:

- Bachelor's degree required, and five (5) years of experience in one or more specialized areas such as: waterfront development, brownfields redevelopment, housing development, downtown revitalization, development finance, business assistance and business planning, economic policy creation, transportation and/or historic preservation.
- At least three years of direct project development experience (real estate or infrastructure) is desirable.
- Basic project management skills such as the ability to read blueprints, read engineering specification, working knowledge of the zoning ordinance, building permit process, and City government processes in general.
- Ability to do research on best practices and policies for municipalities, particularly for development and economic vitality
- Experience in fundraising, grant management, and municipal budgeting and bonding.
- Ability to communicate effectively and conduct public meetings
- High degree of administrative capabilities and organizational skills.
- Working knowledge of applicable local, regional state and federal regulatory and permit processes.
- Experience in large project management (budgets over 100k) from start to finish.
- Experience in hiring and supervising contractors and consultants.
- Experience in effective public process.
- Demonstrated experience in accessing new funding sources.

- Ability to manage budgets.
- Ability to meet deadlines and manage multiple projects at the same time.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.

Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

- | | | |
|--|--|--|
| <input checked="" type="checkbox"/> seeing | <input checked="" type="checkbox"/> ability to move distances | <input type="checkbox"/> lifting (specify) |
| <input type="checkbox"/> color perception (red, green, amber) | <input type="checkbox"/> within and between warehouses/offices | <input type="checkbox"/> pounds |
| <input checked="" type="checkbox"/> hearing/listening | <input type="checkbox"/> climbing | <input type="checkbox"/> carrying (specify) |
| <input checked="" type="checkbox"/> clear speech | <input type="checkbox"/> ability to mount and dismount forklift/truck | <input checked="" type="checkbox"/> pounds |
| <input type="checkbox"/> touching | <input type="checkbox"/> pushing/pulling | <input checked="" type="checkbox"/> driving (local/over the road) |
| <input type="checkbox"/> dexterity | | |
| <input type="checkbox"/> hand | | |
| <input type="checkbox"/> finger | | |
| <input type="checkbox"/> reading - basic | <input type="checkbox"/> math skills - basic | <input checked="" type="checkbox"/> analysis/comprehension |
| <input checked="" type="checkbox"/> reading - complex | <input checked="" type="checkbox"/> math skills - complex | <input checked="" type="checkbox"/> judgment/decision making |
| <input type="checkbox"/> writing - basic | <input checked="" type="checkbox"/> clerical | |
| <input checked="" type="checkbox"/> writing - complex | | |
| <input type="checkbox"/> shift work | <input checked="" type="checkbox"/> outside | <input type="checkbox"/> pressurized equipment |
| <input checked="" type="checkbox"/> works alone | <input type="checkbox"/> extreme heat | <input type="checkbox"/> moving objects |
| <input checked="" type="checkbox"/> works with others | <input type="checkbox"/> extreme cold | <input type="checkbox"/> high places |
| <input checked="" type="checkbox"/> verbal contact w/others | <input type="checkbox"/> noise | <input type="checkbox"/> fumes/odors |
| <input checked="" type="checkbox"/> face-to-face contact | <input type="checkbox"/> mechanical equipment | <input type="checkbox"/> hazardous materials |
| <input checked="" type="checkbox"/> inside | <input type="checkbox"/> electrical equipment | <input type="checkbox"/> dirt/dust |

Supervision:

Directly Supervises: _____ Indirectly Supervises: _____

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____