



HUMAN RESOURCES DEPARTMENT

City of Burlington

200 Church Street, Suite 102, Burlington, VT 05401

Voice (802) 865-7145

Fax (802) 864-1777

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

COMMUNITY DEVELOPMENT SPECIALIST I – PUBLIC ENGAGEMENT CEDO

POSTING DATE: November 23, 2015

RATE OF PAY: \$45,576 annual

EXEMPT/NON-EXEMPT: Exempt

DEADLINE TO APPLY: December 9, 2015

POSITION STATUS: Regular Full Time

CLASSIFICATION GRADE: 16

UNION: Non-Union

This position provides an open door to Burlington's Community and Economic Development Office to engage with constituency and community groups in Burlington to foster an inclusive City and responsive City government. This position will work to connect with constituency groups in our community. This position will work closely with our Neighborhood Planning Assemblies (NPAs) to ensure a connection of the NPA process to City government. This position also maintains and supervises the year-round City Hall Internship Program.

Essential Job Functions:

- Reach out to various constituency groups in the community to encourage open dialogue between City Hall and these groups to ensure a responsive government, to take the pulse of the needs of our community through engagement with constituency groups.
- Engage constituent groups across many interests and issues including, for not limited to, neighborhoods, schools, communities of color, people with disabilities, youth, seniors, New Americans, and faith groups. .
- Support inclusive civic engagement practices throughout the City government and support different Departments developing the skills and protocols to themselves consistently follow inclusive civic engagement practices and ensure access to all Burlington stakeholders and constituency groups
- Support NPAs, including monitoring NPA meeting schedule, facilitating communications between NPAs and City government, providing City employee/department contact information as appropriate, and ensuring NPA compliance with Open Meeting Law and financial protocols.
- Brief supervisor and the Mayor's Office as directed on the needs and challenges of these constituency groups and make relevant policy recommendations to address.
- Attend and participate in meetings of constituency groups that request City participation as deemed productive
- Assist constituency groups with navigating City departments, services and processes.
- Recommend engagement with NPA's and/or other community group to members of City administration when City policy and project development are ripe for and warrant engagement with the greater community, and facilitate that engagement.
- Engage the NPA steering committees on behalf of the City when engagement with the NPA's is desired, or deemed appropriate by the administration.
- Coordinate the City intern program working with City departments to define intern needs and job descriptions; work with local colleges and universities to identify interns pool; coordinate placement and facilitate/oversee successful intern experiences.
- Coordinate CEDO media outreach to include Facebook, Twitter, CCTV Live @ 5:25 monthly show, and the CEDO website
- Monitor community social media content to appropriately direct feedback to City officials
- Assist other CEDO divisions with public engagement efforts.

Qualifications/Basic Job Requirements:

- Bachelor's degree required.
- A minimum of two years of experience in community development and a working knowledge of and experience with the diversity of constituencies in our community.
- Additional experience may be substituted for a degree requirement on a two-for-one year basis.
- Ability to work in a team environment, while also working independently.
- Demonstrate excellent verbal and written communication skills.
- Exhibit excellent administrative skills, including an ability to plan, coordinate and evaluate complex projects involving multiple public and private partners.
- Demonstrated experience with public participation and meeting facilitation.
- Demonstrated success with community organizing projects that achieved intended results.
- Demonstrated success with grant-writing.
- Experience supervising interns or volunteers.
- Additional experience may be substituted for a degree requirement on a two-for-one year basis.
- 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.
- Computer literacy in both word processing and spreadsheets preferred.
- 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.

To Apply: Submit cover letter, resume and a City of Burlington Application to: Human Resources Department, 200 Church Street, Suite 102, Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: www.burlingtonvt.gov/HR. The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

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