



# HUMAN RESOURCES DEPARTMENT

City of Burlington

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## OPIATE POLICY OPERATIONS MANAGER

### POLICE DEPARTMENT

**\*\*\*UPDATED POSTING\*\*\***

POSTING DATE: April 21, 2016

RATE OF PAY: \$64,285 – \$71,752 /year

EXEMPT/NON-EXEMPT: Exempt

DEADLINE TO APPLY: Open Until Filled

POSITION STATUS: Limited Service Full Time

CLASSIFICATION GRADE: 21

UNION: Non-Union

#### General Purpose:

The person hired will be responsible for the City of Burlington's coordination of all aspects of the city's campaign against opiate abuse, across agencies, stakeholders and platforms. The coordinator will be one of the city's key leaders in this effort, with an opportunity to ultimately influence the wider response at the county, state and regional levels. He or she will be an integral part of a team that uses timely and accurate information to implement effective tactics and strategies to meaningfully reduce the city's burden of opiate abuse. The coordinator's insights and strategies, informed by best policies and practices, will drive the city's response to its opiate problem. The coordinator will be one of the principal leaders of a high-paced work environment with a single-minded focus on addressing opiate abuse through the close, coordinated work of a wide range of stakeholders. The work of the coordinator will provide direction for these efforts. He or she will help individuals and families in Burlington live healthier lives by assessing policies and programs, identifying needs, and promoting and coordinating the appropriate responses. The coordinator will be directed and supervised by the city's Chief of Police in close collaboration with the city's Chief Innovation Officer. He or she will present strategies to the mayor, other public policymakers, service providers, community groups and the news media, playing a key role in coordinating activities among service providers.

#### Essential Job Functions

- Work with a wide range epidemiologists, physicians, police, government agencies and NGOs to formulate the most appropriate overall tactics and strategies for addressing the opiate crisis.
- Provide direction in a high-paced work environment with a single-minded focus on addressing opiate abuse through the close, coordinated work of a wide range of stakeholders.
- Produce and present strategic analyses across stakeholders at periodicities appropriate to the types of strategies recommended.
- Prepare for and attend strategy and planning meetings with the full range of stakeholders in order to assess the effectiveness of tactics and strategies.
- Work regularly with the Vermont Department of Health and its associates to coordinate the wider response to opiates across levels of government.
- Able to visualize opiate abuse first and foremost as a public health crisis with a law enforcement dimension, a crisis best addressed by data-driven coordination of a wide range of interventions and services.
- Able to work as a team alongside a data analyst, with minimal supervision, to carry out the constant assessment of the city's response to the opiate problem, and to follow up on instructions and recommendations issued to stakeholders.
- Able to maintain a high operational tempo, working in a critical incident management, rather than academic or clinical, setting.
- Comfortable working with a wide range of individuals, from government officials, including those working in policing, courts and corrections, to NGOs, academia and private enterprise.
- Capable of formulating policies and coordinating their implementation not only based metadata regarding opiate use, but fact patterns of individual or small clusters of cases.
- Must be self-motivated and self-directed.

#### Non-Essential Job Functions:

- Performs other duties as required.

#### Qualifications/Basic Job Requirements:

- A master's degree in public health, public policy or public administration plus one year of appropriate experience in this field is highly preferred, but a bachelor's degree in public health, public policy or public administration and four years of relevant experience will be considered. Relevant experience can be substituted for education on a 2 to 1 ratio.
- Demonstrated expertise in developing and implementing successful public health policies, preferably with experience related to drug abuse reduction;
- Demonstrated expertise in eliciting and managing the collaborative participation of various stakeholders in a data-driven environment.
- 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 training and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job

**To Apply: Submit cover letter, resume and a City of Burlington Application (Civilian PHI likely to be required later in hiring process) 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](http://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.