**GENERAL DESCRIPTION:**

IMPORTANT: A COMPLETE APPLICATION MUST INCLUDE ANSWERS TO THE THREE SUPPLEMENTAL ESSAY TYPE QUESTIONS LISTED ON THE SUPPLEMENTAL QUESTION TAB OR FOUND AT THE BOTTOM OF THE JOB BULLETIN. YOU MUST ANSWER ALL THREE QUESTIONS AND ATTACH YOUR ANSWERS TO THOSE QUESTIONS IN THE ATTACHMENT SECTION OF YOUR APPLICATION.

**APPLICATIONS RECEIVED WITHOUT THE RESPONSES WILL IMMEDIATELY BE ELIMINATED FROM CONSIDERATION.**

To view the questions, click on the supplemental question tab OR view the bottom section of the job bulletin.

The selected candidate may be hired as a Community Development Specialist 1 or 2, depending upon the candidate's relevant work experience and overall qualifications. The Community Development Specialist 1 starts at $54,175/annually; and the Community Development Specialist 2 starts at $58,762/annually.

WE ARE RECRUITING FOR MULTIPLE VACANCIES
The Community Development Division Strives to Build a Team That Reflects the Diversity of This City and Those We Serve.

The Organization

The Community Development Division, in collaboration with neighborhood residents and a network of local partners and stakeholders invests more than $10 million each year in programs and projects designed to strengthen neighborhoods and improve the quality of life for Madison residents. Its primary focus is on improving living conditions, closing achievement gaps and expanding opportunities for lower-income individuals and families, communities of color and other marginalized populations. The Division strives to include those it serves in conversations that help determine which challenges or opportunities might warrant responses. Much of the work centers around issues related to stable and affordable housing; positive child, youth and family development; successful aging for senior adults; workforce and small business development; and crisis intervention.

The Opportunity

The Community Development Division seeks qualified individuals to be part of a team of problem solvers and collaborators, working to provide greater opportunities and meet pressing needs of individuals and families in our City, particularly those who face significant barriers to success. As a Community Development Specialist you will be challenged to work with an array of community partners to engage members of the community at the neighborhood level both to better understand the challenges they face and to devise appropriate responses.

We are currently recruiting for three qualified candidates with subject matter expertise or experience in one or more of the following areas:

1. Youth development
2. Adult employment and job training
3. Neighborhood-based strategies and support systems that strive to help residents attain household stability and/or economic mobility.
4. Economic development

In addition to providing subject matter expertise, Community Development Specialists will work within interdisciplinary teams to plan for and implement City strategies that coordinate across service areas to promote and support racial equity, vibrant communities, shared prosperity and resident and community well being. The teams may be formed to address issues on geographic, neighborhood, project or subject matter basis.

To be Successful
As a Community Development Specialist, it will be important to understand how issues affecting such things as housing, employment, transportation and quality child care, etc. relate and affect the success and stability of individuals and families in our neighborhoods, and the quality of life in Madison more generally. The work will bring you in contact with a broad array of organizations and people reflecting a host of cultural and socio-economic perspectives. It will demand that you cultivate strategic partnerships and recognize situations where the City can support projects, programs or initiatives that help to strengthen neighborhoods and expand opportunities for residents.

If you want the chance to help make Madison a community in which all citizens can thrive, please consider becoming part of the Community Development team.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

Key responsibilities will include:

- Plan, organize and participate in community discussions around key community development issues;
- Help design and implement programs and processes that deploy City resources in ways and to organizations that are equitable, effective and that reflect City and community priorities;
- Acquire knowledge and cultivate partnerships that serve community development objectives particularly those affecting positive youth development, family stability, educational attainment, adult employment and successful living for senior adults;
- Support and oversee work performed by community partners on behalf of the City;
- Develop functional expertise within one or more of the following focus areas: youth, neighborhood-based support systems, adult employment and training and economic development.

For the exhaustive list of duties and responsibilities, please reference the class specifications online: https://agency.governmentjobs.com/madisonwi/default.cfm?action=specbulletin&ClassSpecID=1145854&headerfooter=0;

MINIMUM QUALIFICATIONS:

Minimum Qualifications:

- One year of experience in work involving planning for, implementing or evaluating community development activities (youth development, adult employment and job training, household stability, economic mobility, economic development, and related activities) or grant-funded services to targeted populations or geographic areas.
• Possession of a Bachelors Degree in Public Administration, Urban and Regional Planning, Social Work, Business Administration, Communications, Statistics, Real Estate, Finance or a related field.

If an applicant does not possess the experience and the degree above, HR will review the application materials to determine if the applicant possesses the following equivalent experience:

Familiarity with the following:

• Basic principles, concepts and techniques associated with public grant or loan administration, budgeting and public finance.
• Local, state, and federal funding processes and programs.
• Concepts and principles surrounding community development and/or relevant service and project models.
• Principles and practices associated with racial equity and social justice in community development.
• Roles of and relationships between such things as housing stability, educational attainment, economic and social mobility, child care access, and equitable access to resources in supporting community and strengthening neighborhoods.

The City of Madison strives to provide exceptional customer service to all its citizens and visitors. Therefore, successful candidates will have demonstrated ability to work effectively with multicultural communities.

For a complete list of the knowledge, skills and abilities, please see the class specification at the links provided above.

SPECIAL REQUIREMENTS:
Possession of a valid driver’s license.

Physical Requirements:

The incumbent will be expected to physically travel to various community service agencies, businesses and/or residences throughout the City and surrounding area as part of the job duties. Otherwise work is performed in a traditional office setting. The incumbent will be expected to attend meetings outside the normal work schedule, including evenings and weekends.

The payroll title is Community Development Specialist 1 or 2.