**GENERAL DESCRIPTION:**

**THIS IS FULL-TIME LIMITED TERM EMPLOYMENT (LTE) EXPECTED TO LAST THROUGH 2017. CONTINUED EMPLOYMENT AFTER 2017 CONTINGENT ON RECEIVING ANNUAL GRANT FUNDING.**

This is responsible Community Development work largely intended to support work done by and on behalf of the Dane County Continuum of Care (CoC), of which the City of Madison is a member. This position will work to implement a community wide process to manage and coordinate the efforts of local homeless providers and related organizations to meet the goals of preventing and ending homelessness.

**IMPORTANT: THERE ARE THREE SUPPLEMENTAL ESSAY TYPE QUESTIONS ON THE JOB POSTING. 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.
EXAMPLES OF DUTIES AND RESPONSIBILITIES:

Management and Coordination Activities

- Work with service agencies, funders and other stakeholders to identify unmet needs in serving homeless populations.
- Help to establish specific and measurable goals and objectives around homelessness.
- Work with CoC leadership to establish priorities for use in guiding the work of the organization's members and in making resource allocation decisions.
- Research and identify effective strategies and best practices that are used to address homelessness.
- Provide staff support to facilitate collaboration and coordination around the delivery of homeless services.
- Help to identify and address needs for staff training and development.
- As requested by the CoC Board, represent the CoC at meetings and conferences and engage in advocacy related to homeless issues.
- Provide support to help improve communications between and among CoC service providers, their peers across the country, policy makers, the public and other stakeholders.

CoC Application Activities

- Identify review federal and state notices of funding availability to determine applicability to the CoC, eligibility parameters, process requirements, etc., and disseminate that information to CoC member agencies.
- Provide support to the CoC and its Board in developing and executing strategies and internal processes necessary to pursue available funds.
- Provide technical support to CoC agencies to facilitate the preparation and submission of grant proposals, including any required pre-application materials.
- Play a lead role in assembling and submitting final grant applications, on behalf of the CoC, that reflect choices and decisions made by the CoC Board.
- Work with the CoC to help define desired performance outcomes around homeless services, develop effective service strategies, and identify gaps in services.

Project Evaluation

- Work with the CoC's Performance/Peer Review committee and others to undertake annual monitoring of CoC agency projects that are funded with federal, state or City-administered programs.
- Ensure program standards reflect current HUD rules/guidance and that agencies adhere to Written Standards that have been adopted by the CoC Board.
- Coordinate training and technical assistance for projects needing assistance.
- Work with CoC agencies, funders and other stakeholders to enhance the performance of the community's coordinated assessment system and ensure full participation by CoC agencies.
- Work with agencies, funders, persons experiencing homelessness and others to identify and address homeless service gaps.

**Participate in the Consolidated Plan**

- Develop metrics to measure progress toward broad community outcomes focused on ending homelessness.
- Identify, compile and analyze available data describing the number and demographics of individuals receiving homeless services for use in assessing community need.
- Monitor progress toward reaching benchmarks identified in the Community Plan to Prevent and End Homelessness.
- Perform related work as required.


**MINIMUM QUALIFICATIONS:**

**Minimum Qualifications:**

- Two years of professional experience planning for, implementing or evaluating community development activities, or grant-funded services to targeted populations or geographic areas.
- Possession of a Bachelors Degree in Public Administration, Social Work, Urban and Regional Planning, Business Administration, Communications, Statistics, Real Estate, Finance or a related program.

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:

Two years applying the following:

- Basic principles, concepts and techniques associated with public grant or loan administration, budgeting and public finance.
- Relevant local, state and federal government policies, regulations and decision making processes.
• Concepts and principles surrounding community development and/or relevant service and project models.

• Roles and relationships between such things as housing stability, educational attainment, economic and social mobility, availability of child care, and equitable access to resources in supporting community and strengthening neighborhoods.

• Principles and practices associated with racial equity and social justice in community development.

Familiarity with the following:

• Research techniques essential to program needs assessment and planning.

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: https://agency.governmentjobs.com/madisonwi/default.cfm?action=specbulletin&ClassSpecID=1145855&headerfooter=0

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 2.