

## CITY OF GLENDALE

<b>TITLE:</b>	<b>Community Partnerships Director</b>	<b>CLASS CODE:</b>	<b>193</b>
<b>REPORTS TO:</b>	<b>Deputy City Manager Community Services</b>	<b>GRADE:</b>	<b>53</b>
<b>DEPARTMENT:</b>	<b>Neighborhood Partnership</b>	<b>FLSA:</b>	<b>E</b>
<b>JOB DESCRIPTION DATE:</b>	<b>July 1, 2005 bwg</b>		

### **JOB SUMMARY**

Plans, organizes and directs the activities and staff of the Community Partnerships department. Activities involve citizens' education and participation programs that improve citizen involvement and the quality of neighborhoods throughout the City of Glendale.

### **ESSENTIAL FUNCTIONS**

1. Plans, organizes and directs the activities of professional staff involved in developing community related programs and activities to carry out the objectives of the department.
2. Develops and directs new programs to enhance community involvement and partnership opportunities.
3. Develops and directs the Homeowners Association training and Community Mediation services, to resolve neighborhood disputes.
4. Develops and directs a system that will enable the department to expedite the process of hiring consultants and trainers for internal and external projects.
5. Directs comprehensive management analyses in matters related to customer service and citizens relations.
6. Develops strategies to proactively inform and educate the Mayor, Council, and City Management on emerging neighborhood issues; assists in developing appropriate solutions.
7. Oversees the Neighborhood Partnership and Community Volunteer programs, and directs the work of staff involved in developing workshops and training for related issues.
8. Advises the Deputy City Manager and provides guidance to City Council, City Management, Boards and Commissions, community organizations and the general public on matters relating to community relations and city policies and procedures.
9. Monitors and researches national neighborhood programs and activities to develop new programs.
10. Approves and participates in the development of the department's annual budget.
11. Directs development of neighborhood surveys, focus groups or town halls to gather information from residents about community concerns.
12. Oversees and directs the implementation of strategies to facilitate the involvement of neighborhood associations and citizens in setting policies, and the coordination of service delivery and resources among city functions.

### **SECONDARY FUNCTIONS**

13. Performs other related work as required.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

### **Knowledge of:**

- Public administration, local government structure and operations
- Laws, ordinances, and regulations governing municipal governments
- Principles and practices of urban planning, redevelopment and community partnerships
- Modern management theory, principles, and practices
- Customer service principles and practices
- Local community groups, organizations and agencies providing community services
- Budget and finance principles and practices

### **Ability to:**

- Understand community and social conditions and conduct needs assessment
- Identify potential political problems and solutions
- Plan, organize and direct the work of others
- Conduct research, analyze a variety of administrative problems, identify alternative solutions and implement recommendations
- Gain cooperation through discussion and persuasion
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with elected and appointed officials, executive team, community leaders, other government agencies, city staff and the general public
- Coach Counsel and mentor staff, volunteers and neighborhood groups

## **WORKING CONDITIONS**

Office and field setting.

## **MINIMUM QUALIFICATIONS**

Bachelor's Degree in Public Administration, Urban Planning, Political Science, Management or a related field and five years of progressively responsible administrative experience in a municipal government. Two years experience directly supervising professional staff involved in developing and managing neighborhood programs. A Master's Degree is preferred.

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities, is qualifying.

## **SPECIAL REQUIREMENTS**

Residency in the City of Glendale within one (1) year of appointment.  
This position may require the use of personal or City vehicles to conduct city business.