

**CITY OF GLENDALE**

**TITLE: Neighborhood Partnership Administrator CLASS CODE: 488**

**REPORTS TO: Director of Community Partnerships GRADE: 32**

**DEPARTMENT: Community Partnerships FLSA: E**

**JOB DESCRIPTION DATE: July 1, 2005 bwg**

**JOB SUMMARY:**

Administers the Glendale Neighborhood Partnership Office, which consists of neighborhood services, community mediation, community education and the community volunteer program. Administers, manages and evaluates interdepartmental neighborhood development programs and projects. Manages a staff of professional and technical employees involved in project management and delivery for the Neighborhood Partnership Office.

**ESSENTIAL FUNCTIONS:**

1. Manages the activities and staff of the Glendale Neighborhood Partnership Program.
2. Coordinates and attends neighborhood meetings and neighborhood events with City Council, City staff, and neighborhood associations; facilitates neighborhood association meetings.
3. Monitors neighborhood association activities and informs the Glendale Commission Neighborhoods, department head, and City management staff of relevant and politically sensitive issues. Represents the City's interest with neighborhood associations, volunteer groups, residents, and the Glendale Commission on Neighborhoods.
4. Researches, plans and prepares timely resolutions and responses to neighborhood issues and concerns. Meets regularly with the department head and management team to discuss neighborhood issues, volunteer opportunities, community education needs, and the resolution of conflict through the mediation program; recommends policy and administrative positions to those issues.
5. Makes presentations to neighborhood associations and other public groups responding to neighborhood/community issues and concerns.
6. Conducts research studies on municipal projects, monitors and research national community/neighborhood assistance programs, activities and trends, and prepares reports with recommended policy and administrative positions to the Glendale Commission on Neighborhoods, the department head and the City management team.
7. Assists the department head in implementing and evaluating the City's policies and objectives for mediation, community education, community volunteerism and neighborhood programs by performing research, community outreach and marketing activities, developing new and revised program policies, processes, and procedures, assembling factual information, and performing liaison activities.

8. Serves as staff liaison to the Glendale Commission on Neighborhoods; writes and researches all commission agenda items of interest to the commission, department head, management team and the Mayor and Council; makes presentations; organizes commission retreats; provides guidance and leadership with regard to sensitive public policy issues and policy formulations.
9. Researches, prepares and presents oral and written publications, reports and recommendations to neighborhoods and other community organization, the department head and city management.
10. Manages the Neighborhood Improvement Grants funding process; trains citizens on program requirements; reviews grant applications and ensures they are technically feasible; presents them to the Commission on Neighborhoods, department head, management team and Mayor and City Council for review and approval; prepares and signs grant agreements with the neighborhoods.
11. Serves as chair on staff task forces to coordinate and focus activities of multiple departments to improve neighborhood programs, community volunteerism, community education and all other relevant services and policies regarding neighborhood association-city staff interaction.
12. Manages all phases of the coordination, monitoring and completion of approved grant-funded neighborhood construction projects between contractors, city departments and neighborhoods. Provides survey results, prepares bid specs; contacts vendors for multiple project cost estimates; coordinates staff review of all project proposals. Solves problems and negotiates solutions with contractors, vendors and city departments. Visits sites; reviews final constructions and construction contracts to ensure compliance with all grant provisions, city codes, design guidelines, and mayor and city council directions. Manages all project disbursements and the monitoring of all expenditures.
13. Manages all division information and data used the implementation of the programs and services of the division, including City sponsored workshops, meetings for committee chairs, newsletters and related printed materials.
14. Researches, plans and designs educational opportunities to develop community/neighborhood leadership skills for residents and community/neighborhood leaders.
15. Responds to citizen inquiries orally or in writing. Serve as City clearinghouse for organizational and community resources.
16. Manages the development and monitoring of the budget/grants for the neighborhood partnership program.

**SECONDARY FUNCTIONS:**

17. Performs other related duties as assigned.

**KNOWLEDGE, SKILLS, ABILITIES:**

**Knowledge of:**

The principals and practices of public administration and of local government structure and services.

Community organizations, their leaders and available resources.

Customer service and problem resolution practices.

The form and function of neighborhood organizations.

National neighborhood assistance programs and public outreach trends, methods, and practices.

Municipal finance and budgeting.

**Ability to:**

Interpret City ordinances, rules and regulations, and make rational decisions in accordance with established policy.

Understand how broad view issues relate to City's operations.

Conduct research; analyze, interpret and report research findings and recommendations; prepare clear and concise reports.

Research, analyze, recommend and implement public outreach programs.

Communicate effectively, both orally and in writing.

Work independently on major programs and projects and coordinate and monitor the work of others.

Establish and maintain cooperative and effective working relationships with City officials, city departments, citizens groups, community leaders, businesses and the general public with widely diverse points of view.

Prepare and monitor annual operating budget and grants.

**WORKING CONDITIONS:**

Work is performed in an office setting, although attendance at many outside meetings and work sites is required.

**MINIMUM QUALIFICATIONS:**

Master's Degree in Public or Business Administration, Political Science, Communications, or a related field, and five years of increasingly responsible experience in program administration, preferably in City or State government and in working with city officials.

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

**SPECIAL REQUIREMENTS:**

Valid Arizona driver's license.