

### **JOB SUMMARY**

Under the direction of the Mayor and Board of Alderman, the Director of Community Partners is responsible for the management, and development and implementation of community development goals, objectives, policies, and procedures. The employee will oversee Community Partners functions for the office of the mayor including: supervising senior services, the Montgomery House, and facility rental services; planning and execution of community events; communications and public outreach; Managing the Mayor's Youth Council, and building collaborative relationships with organizations and businesses in the city.

### **ESSENTIAL FUNCTIONS as Department Head and Supervisor. Manages and oversees the daily functions of the department. Supervises and provides oversight of employees.**

1. Serves as the department head for the City's Community Partners Department. Manages and oversees the daily operations and functions of the department.
2. Prepares for, attends, and participates in Board meetings.
3. Maintains files, documents, records, and reports as relates to information technology (IT) functions, processes, budgeting, and purchases.
4. Participates in training and continuing education programs. Maintains current professional knowledge and required credentials.
5. Assigns and delegates work to departmental employees and contracted employees.
6. Ensures accuracy and timeliness of all work performed by departmental employees.
7. Considers and approves schedules and leave for all assigned employees.
8. Ensures employees have appropriate tools and resources necessary to perform their jobs.
9. Participates in planning and budgeting of projects and departmental processes.
10. Tracks expenditures to ensure departmental projects and purchases remain within approved budget.
11. Represents the department and city in a consistently professional and positive manner.
12. Selects and interviews prospective job applicants for vacant departmental jobs; consults and coordinates with the HR Department and the Mayor.
13. Establishes short term and long-term goals and objectives for all departments under their direction.
14. Meets with businesses and community officials to determine overall development needs and goals and to develop and support activities, programs, and plans.
15. Seeks opportunities for collaboration with partners.
16. Communicates and collaborates with other departments heads and assists with publicity projects, ads, articles, etc., ensuring that City departmental materials have a unified and polished appearance.
17. Approves and signs off on all departmental purchases and expenditures.
18. Develops and implements marketing strategies.
19. Assists in planning and development of city-wide events.
20. Attends budgetary planning sessions and meetings.
21. Plans and executes Ribbon Cuttings for businesses.

**ESSENTIAL FUNCTIONS for Community Relations and Public Affairs. Performs outreach duties to build relationships and establish rapport with community at large; strategically plans for city opportunities; and engages in various functions in order to promote optimal conditionals for the City.**

1. Develops short term and long-term plans for projects; gathers, interprets, and prepares data for reports and recommendations; and coordinates department activities with other departments and agencies as needed.
2. Develops and delivers private and public presentations regarding current and future projects.
3. Performs research in order to assess and determine potential contacts for collaboration and engagement.

**ESSENTIAL FUNCTIONS for Marketing and Publicity. Oversees overall strategies and marketing to ensure that the City-and City-Sponsored events are publicized in a favorable manner which optimizes a successful outcome for the City.**

1. Orders and designs promotional pieces for the City such as banners, pens, and pencils.
2. Develops advertising for various media and works with media personnel.
3. Develops and distributes monthly calendar of events that is published through local newspaper.
4. Designs, layouts, and proofreads fliers, brochures, newsletters.
5. Oversees and updates all social media.

**ESSENTIAL FUNCTIONS: Budgeting and Finances. Oversees the development, implementation, and management of the departmental budget to ensure all purchases, expenditures, and operations act in accordance with the established policies and procedures and the department is fiscally sound.**

1. Develops, implements, and administers departmental budgets.
2. Tracks expenditures to ensure department operates according to budget and to ensure fiscal responsibility.
3. Maintains records and prepares reports and correspondence related to the work.

**NON-ESSENTIAL FUNCTIONS:  
KNOWLEDGE, SKILLS, AND ABILITIES**

(\*Can be acquired on the job)

- \*Knowledge of City rules, regulations, polices, and procedures.
- \*Knowledge of City geography, road, and bridge systems.
- Knowledge of the community and regional layout in order to collaborate with local businesses.
- Knowledge of budgeting principles.
- Knowledge of the functions, needs, policies, laws, ordinances, and regulations governing the operation of cities.
- Knowledge of bookkeeping practices.
- Working knowledge of marketing and finance .
- Ability to plan and develop proposals, budget strategies and other types of plans.
- Ability to supervise others.
- Ability to prioritize work projects and multi-task.

- Knowledge of appropriate computer applications and software.
- Knowledge of the operations of local, state, federal governments.
- Knowledge of research resources and techniques.
- Knowledge of business English, mathematics, and general administrative procedures.
- Ability to express ideas clearly and concisely in oral and written form.
- Good verbal communication skills for instructing employees and communicating with the general public.
- Good writing skills to develop communications, statements, reports, business plans, proposals, guidelines, and related documents using correct English grammar, spelling, and punctuation.
- Ability to deliver presentations, negotiate, counsel, issue instruction, answer questions, interact with, and respond to a variety of people.
- Ability to relate productively to external groups including business/community groups, state and local officials and the general public.
- Ability to understand and respond to present and emergency policy issue concerns.
- Ability to develop and maintain effective working relationships with key figures in government, agencies, or the general public.
- Ability to meet the public in a courteous and tactful manner.
- Ability to obtain information and to give clear and concise explanations of city ordinances and regulations.
- Ability to maintain office records.
- Ability to maintain professional attitude.
- Ability to handle account for monies.
- Ability to use a multiline telephone.
- Ability to deal with all contacts in a courteous and patient manner.
- Ability to handle irate individuals.
- Ability to handle dynamic situations in a calm and courteous manner.
- Ability to maintain strict confidentiality dealing with personnel records.
- Ability to organize files and work projects.
- Ability to drive.

#### **MINIMUM QUALIFICATIONS**

1. Graduation from an accredited four-year college or university with a bachelor's degree in Public Administration, Business Administration, Communications, Marketing or a related field.
2. Three (3) years of similar previous professional work experience in community affairs and management is required; two (2) years of supervisory experience is preferred.
3. Possession of a valid and current driver's license; must be insurable.
4. Ability to work irregular hours, holidays and attend overnight meetings as duties demand.
5. Ability to pass a pre-employment background check.

*This job description does not constitute either a written or implied contract of employment. The City of Madison reserves the right to revise, alter and/or change this job description, as the City deems necessary.*