

Neighborhood Engagement Specialist

Direct Supervisor: Director of City Development
Department: Planning and Development Division
Version Date: March 2022
Salary Grade: D
FLSA Status: Non-Exempt, Not Represented



Position Summary:

The City is seeking a qualified Neighborhood Engagement Specialist as an essential component of the City's Neighborhood Revitalization Strategy to collaborate with city staff and community stakeholders to grow the recognized neighborhoods associations in the city. The ideal candidate would have strong oral and written communication skills. The candidate should have extensive experience working with external community partners.

Essential Responsibilities:

The Neighborhood Engagement Specialist reports directly to the Director of Planning and Development and will be a full-time position with the following duties:

- Attend meetings (evenings and some weekends) with neighborhood leadership to plan and implement neighborhood improvement efforts.
- Act as main contact for community members who have questions on City programs/services and as a main contact between City and the community by advising community members on City program/policies/services.
- Report on important issues and activities in the assigned geographic areas to City leadership.
- Explain and facilitate City processes and help to identify City funds to support housing rehabilitation, affordable housing opportunities and overall neighborhood development.
- Partner with neighborhood leadership to improve quality of life issues for communities.
- Provide coordination and direction between the Planning and Development division, the Sheboygan Police Department and other city departments in initiating and responding to neighborhood initiatives, plans, events, and requests.
- Serves as a neighborhood liaison on current recognized neighborhoods (will require evening meetings).
- Assist organizing neighborhood groups with their capacity-building needs to establish them as recognized associations via the following:
 - Technical assistance as determined by the neighborhood.
 - Attending neighborhood meetings.
 - Identifying key leaders in new neighborhoods to begin discussion on neighborhood associations.
- Assists in the administration of city operated housing rehabilitation programs.
- Performs other related duties as may be assigned.

Desired Qualifications:

- Commitment to public service
- Personal understanding of the impact neighborhood groups and residents can have on communities and cities.
- Commitment to teamwork within an organization.
- Ability to work collaboratively with multiple external partners.

Neighborhood Engagement Specialist

Qualifications & Skills:

- Ability to create and maintain a warm, hospitable and welcoming environment for guests and visitors and exercise good judgment, courtesy, and tact to maintain effective working and public relationships.
- Ability to learn the laws, ordinances, and regulations with respect to functions performed.
- Ability to work independently with minimal direct supervision.
- Ability to handle multiple priorities and projects.
- Experience in community outreach and leadership development preferred.

Post Job Offer Requirements:

Job offers for this position are contingent on the individual passing a pre-employment drug screen and background check.

Work Environment:

The work environment and physical demands characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Department Summary:

The Planning and Development Division actively promotes a diverse, safe and dynamic community and enhance the living, working and recreational choices for all Sheboygan citizen and visitors. The vision of the Planning and Development Division is to take a leadership role in creating opportunities for our City to continue to grow and sustain our diverse neighborhoods that define and give Sheboygan its unique character.

Acknowledgement:

The job description includes the essential responsibilities of the position and is not to be construed as all-inclusive. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific essential responsibilities does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

My signature below is both an acknowledgement of my understanding of the job description for this position, as well as my commitment to uphold and promote the mission, vision, and core values of the City of Sheboygan, and work to fulfill the six values of the City's Strategic Plan.

Employee Name: _____

Employee Number: _____

Employee Signature: _____

Date: _____