



City of Aurora JOB DESCRIPTION

TITLE: COMMUNITY ENGAGEMENT MANAGER
DEPARTMENT: Community Affairs
LABOR GROUP/PAY PLAN: Executive Pay Plan
LOCATION: City Hall

JOB CODE: 23259
SALARY GRADE: E16
FLSA STATUS: Exempt
EFFECTIVE: 7/13/2021

Definition

Under the direction of the City's Chief Engagement & Equity Officer, the Community Engagement Manager plans, directs, and supervises the work of staff within the Division of the Mayor's Office of Community Affairs.

Physical Demands and Equipment

The position requires the use of various office equipment including a computer, telephone, copy machine, and fax machine. Normal office environment where there is no physical discomfort or exposure to hazards. Operation of a motorized vehicle is also required.

Essential Functions of the Job

1. Oversees/facilitates staff and volunteers for Community Engagement initiatives of the Division of the Mayor's Office of Community Affairs by providing supervision, feedback, and assistance.
2. Develop, implement, and track roles, goals, and expectations of the City's internal and external engagement initiatives. Conduct research to identify the areas of need within the community.
3. Oversees the Community Engagement Initiatives as they relate to City Council Members and Department Heads to ensure successful outcomes and compliance with legal regulations regarding community events. Responsible for the planning, implementation, and follow up of such initiatives.
4. Collaborate with appropriate Boards & Commissions on engagement initiatives to ensure compliance, continued support, and involvement on outreach activities.
5. Attend City Council or committee meetings and provide presentations, as necessary.
6. Develop and provide regular reports on community engagement and outreach activities to keep city officials informed on departmental and divisional accomplishments and community needs.
7. Coordinate and collaborate with city divisions as well as other divisions in the Mayor's Office of Community Affairs: the Community Events Division and the Equity, Diversity, and Inclusion Division to obtain/provide resources & support and ensure consistency.
8. Represent the Mayor's Office of Community Affairs at various meetings in the community and neighborhood groups.

COMMUNITY ENGAGEMENT MANAGER
JOB DESCRIPTION

9. Assist with the creation and management of the division budget.
10. Perform other duties as required or assigned.

Required Knowledge and Abilities

- Requires extensive knowledge of relevant Federal, State, and local regulations.
- Requires the ability to acquire a working knowledge of the rules and regulations governing the City of Aurora.
- Requires working knowledge of program development, implementation, and evaluation.
- Requires a working knowledge of civic engagement and outreach strategies.
- Requires the ability to work independently.
- Requires ability to establish and maintain effective working relations with municipal employees, officials, and the general public.
- Requires excellent interpersonal skills in dealing with various groups.
- Requires excellent oral and written communication and public relations skills.

Qualifications for Hire

- Requires a Bachelor's Degree in Public Administration, Urban Planning, Human Services or related field.
- Requires a minimum of five (5) years of experience in Community Development, Community Services, or related field.
- Requires a minimum of three (3) years supervisory experience.
- Requires valid driver's license.
- Bilingual ability, Spanish is preferred.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by an employee assigned to this position and are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or 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.

COMMUNITY ENGAGEMENT MANAGER
JOB DESCRIPTION

JOB DESCRIPTION ACKNOWLEDGEMENT

I, _____, acknowledge that I have received a copy of my job description. The description of COMMUNITY ENGAGEMENT MANAGER describes the duties for employment in this position. I acknowledge and understand that this is not a contract of employment. I understand that I am responsible for reading this job description in its entirety and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions

I understand that the physical demands described are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions by contacting the Human Resources Department.

The City of Aurora is an Equal Opportunity Employer.

Applicant/Employee Signature

Date