

**CITY OF AURORA
POSITION DESCRIPTION**

JOB CODE:
SALARY GRADE: E17
EFFECTIVE/UPDATED: 7/13/2021

COMMUNITY ENGAGEMENT MANAGER

Definition

Under the direction of the Chief Community Services Officer in the Community Services Division, plan, direct, and supervise the work of staff within the subdivisions of Neighborhood Groups Support, Senior & Disability Services and Youth Services. The division's core functions relate to improving the quality of life for the community.

Equipment/Job Location

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. Oversee Neighborhood Groups Support, Senior & Disability Services and Youth Services subdivisions and has management oversight of budgeting, policy and programs.
2. Develop roles, goals and expectations of the City's overall public engagement function.
3. Attend City Council or committee meetings and provide presentations, as necessary.
4. Develop and provide quarterly or annual reports to keep city officials informed on departmental and divisional accomplishments and community needs.
5. Assist with the marketing of city programs to residents. Coordinate the dissemination of information on city programs, services and policies throughout the community.
6. Provide recommendations regarding appointments to the City's various Boards and Commissions.
7. Assign duties and supervise subordinates in the planning and execution of various initiatives.
8. Represent the City at various meetings in the community and neighborhood groups.
9. 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 ten (10) years of experience in Community Development, Community Services or related field.
- Requires a minimum of six (6) years supervisory experience
- Requires a valid driver's license.
- Bilingual ability, Spanish is preferred.