



DEPARTMENT: Housing and Community Development Department

POSITION: Community Relations Manager

TYPE: Supervisor

SALARY: \$45,439 - \$50,168

BENEFITS: Included

CLOSING DATE: First Consideration October 16, 2020

Overview: We are Salisbury, Maryland, and our town was born from the headwaters of the Wicomico River. This special place, nestled squarely between the beaches and the bay, has been attracting people to its stunning location for almost 300 years. Now one of the largest cities on the peninsula, Salisbury serves as the *Capital of the Eastern Shore*, combining vibrant economic opportunity, quality public education, world-class healthcare, reinvigorated environmental stewardship, globally known corporations, and an energetic and inspiring team of community leaders, to chart its own course, and craft a sound plan for its future.

Department: The Housing and Community Development Department is made up of three different departments: Code Enforcement, Neighborhood Relations, and Housing First. Code Enforcement enforces the city property maintenance and zoning codes. Neighborhood Relations is charged with identifying and cultivating relationships with neighborhood leaders, community partners, and stakeholder groups. Additionally, this division develops proactive community engagement and shepherds youth and family programming. Housing First provides support services to the homeless in Salisbury to assist them with their housing needs by providing outreach and resource navigation to improve their quality of life. Housing First also provides Permanent Supportive Housing that helps house the chronically homeless population. These three functions of HCDD are all supported by and work closely with the Community Development Grants and Finance segments of the City to achieve a better Salisbury for today and the future to come.

Profile: Under the general supervision of the Director of Housing and Community Development, the Community Relations Manager will utilize City funds and resources to research, develop, implement, and evaluate diverse proactive community engagement initiatives as well as youth and family programming. Manage community relations by identifying and cultivating relationships with neighborhood leaders, community partners, and stakeholder groups. Supervise a team of full-time, part-time staff and/or volunteers while providing strategic vision for programming at the City's two community centers.

Preferred Education: Bachelor's Degree

Preferred Experience: Minimum of 3, with a preference of 5 years, of experience in community outreach, youth and family programming, and/or event planning. At least 1 year of ongoing supervisory experience.

How to Apply: Submit City application, cover letter, and resume to the following address or apply online at www.salisbury.md

City of Salisbury HR, 125 N. Division St., Salisbury, MD 21801

jobs@salisbury.md; 410-548-1065; fax: 410-548-3748



Position Requirements: In order to be selected for and successful in a position with the City of Salisbury, the individual should demonstrate the necessary characteristics, skills and abilities.

Position Competencies

Type: Executive

- Structures and delegates department assignments effectively and manages collaborative internal and interdepartmental projects
- Develops and shepherds comprehensive short- and long-term plans
- Provides strong guidance and oversight. Instills confidence and inspires action while maintaining accountability
- Prepares and manages capital and operating budgets within established guidelines. Provide opportunities to engage in leadership development and learn about career advancement

Type: Supervisor

- Initiates and manages projects to completion. Delegates tasks and responsibilities effectively; Holds team accountable for actions and provides support when necessary
- Ability to develop and adapt skills and processes to complete assignments.
- Leverages the strengths of others to achieve common goals and position team for growth and stability
- Improves work methods, procedures and team dynamics to increase productivity. Eliminates unnecessary activities.
- Participate and provide opportunities to engage in professional development.

Type: Team Member

- Holds self-accountable for assigned responsibilities; sees tasks through to completion in timely manner
- Skillful in use of tools, hardware, software, and equipment
- Acts a role model and peer leader among his teammates and colleagues
- Safeguards equipment, supplies and materials
- Participate in opportunities to earn or maintain professional credentials and certifications.

Performance Competencies

- Articulates thoughts and ideas clearly and effectively to exchange information. Listens to others and provides useful feedback.
- Demonstrates personal accountability, effective work habits, integrity and ethical behavior.
- Works well as part of a team through respectful and collaborative relationships with colleagues, customers, affiliates and stakeholder groups.
- Improves, designs, refines, finds and invents criteria to and combine in order to resolve problems. This the combines creative and critical thinking.
- Determines what needs to be done and acts on it. Takes charge before others do and/or without being instructed.