



City of South Bend

Vacancy Announcement

Post Date: Monday, June 3, 2019

Closing Date: Until filled

PROJECT MANAGER (GROUP VIOLENCE INTERVENTION & SPECIAL PROJECTS)

Category: Full Time
Department: Mayor's Office
Reports To: Deputy Chief of Staff
Schedule: Monday-Friday, 8:00 am-5:00 pm. Schedule may vary based on operational needs, and occasional weekend and evening hours are required.
Pay Rate: \$37,500-\$40,000/yr. (Non-exempt)

Position: **SUMMARY**

The Project Manager leads research and project implementation in support of the City of South Bend and specifically the Deputy Chief of Staff in the Mayor's Office. The Project Manager will build tools and processes to support communication and accountability across project teams and will promote effective implementation of evidence-based policies in the City of South Bend. The Project Manager's primary focus (50%) will be the Group Violence Intervention, an evidence-based, multi-agency strategy for reducing gun violence. The Project Manager will promote cooperation, effective implementation, and continuous improvement across City and stakeholder organizations. The Project Manager will work with multiple stakeholders including the National Network for Safe Communities, St. Joseph Community Foundation, Goodwill Industries Inc., and the South Bend Police Department to reduce organizational friction, minimize barriers to communication, and optimize organizational resources. The Project Manager will provide similar management to other high priority projects to support the Mayor's Office and the needs of the community.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

Project Management for Group Violence Intervention (50%)

- Work with internal and external stakeholders to ensure effective implementation of the Group Violence Intervention and to reduce fatal and non-fatal shootings in South Bend
- Plan, organize, manage, participate in, and direct the work of the project including developing and implementing plans and evaluating outcomes
- Prepare long-term strategies in coordination with stakeholders and work closely with them to incorporate input and solicit support
- Recommend, develop, and implement processes, systems, and projects that promote communication, mutual accountability, and improved outcomes
- Manage and balance multiple partners' needs and help them overcome obstacles
- Maintain an up-to-date understanding of gun violence in the City including relevant law enforcement and outreach team operational strategies in response to gun violence
- Lead and/or participate in project update meetings with operational and executive partners
- Negotiate and administer contracts and agreements with service providers, including drafting and managing budgets
- Assist with grant writing and tracking as needed
- Plan and coordinate occasional events

Project Management for Other Special Projects (40%)

- Provide similar support as above for projects that address the needs of the Mayor's Office and the community
- Topical areas may include (but are not limited to): Education, bank-owned property interventions, housing safety
- Engage with external stakeholders including boards and commissions
- Work with internal stakeholders to ensure effective implementation of initiatives
- Assist with grant writing and tracking as needed

Policy Research and Administrative Tasks (10%)

- Conduct policy research to identify best practices for addressing needs in South Bend
- Complete administrative tasks as assigned

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs other duties and assumes other responsibilities as apparent or delegated.

QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

- Bachelor's Degree in Public Administration, Business Management, Communications, Social Science, or related field required
- Master's Degree in Public Administration, Business Management, Communications, Social Science, or related field preferred
- Minimum three years of program or project management experience

KNOWLEDGE, SKILLS AND ABILITIES PREFERRED

- Excellent project management skills
- Demonstrated experience developing clear timelines and goals
- Outstanding oral and written communication and interpersonal skills
- High degree of comfort with stakeholder and change management
- Experience developing collaborative and innovative approaches that improve outcomes
- Comfortable working with law enforcement, government, community, and external stakeholders, even when stakeholders have competing interests
- Excellent conflict resolution and facilitation skills
- Experience analyzing data and using data and evidence to evaluate and improve outcomes
- Able to work with sensitive information while using appropriate measures to safeguard privacy and handling sensitive situations appropriately
- Demonstrated ability to work with efficiency, flexibility, humility, and good humor
- Comfortable working with Microsoft Office tools, especially PowerPoint and Excel, and learns new technologies easily

KNOWLEDGE, SKILLS AND ABILITIES PREFERRED

- Familiarity with criminal justice and social intervention theories
- Experience working in a law enforcement environment
- Experience working with community-based organizations, social service agencies, and/or policy makers
- Excellent public presentation skills
- Experience managing a large, multi-stakeholder program or project

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Driver's License if required to drive City vehicle.

EQUIPMENT

- Desktop and laptop computer; landline and cellular; facsimile machine; copier, and scanner.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an 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.

While performing the duties of this job, the employee is frequently required to sit and walk, and talk or hear. The employee is occasionally required to walk; use hands to fingers, handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required in this job include vision and the ability to adjust focus.

WORK ENVIRONMENT

Work is performed in office setting, with moderate inside temperatures. The noise level in the work environment is usually quiet to moderate in the office and may be quiet to loud in the field. Exposure to adverse weather conditions such as cold or heat may prevail in situations involving outside meeting engagements. Entire office is smoke free.

EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

TO APPLY

All applications for currently posted positions can be submitted online at www.southbendin.gov/jobs or at the application kiosks: 12th floor of the County-City Building (227 W. Jefferson Blvd.); Martin Luther King Jr. Recreation Center (1522 W. Linden); or O'Brien Fitness Center (321 E. Walter St.).

Pre-employment drug screen required