

VIOLENCE PREVENTION MANAGER

Recruitment #1512-4832-001

List Type Exempt

Requesting Department HEALTH DEPARTMENT

Open Date 12/17/2015

Filing Deadline 1/22/2016 11:59:00 PM

HR Analyst Lindsey O'Connor

INTRODUCTION

What Milwaukee can offer YOU

Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big-city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed old world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities and great restaurants.

The City of Milwaukee offers a collaborative, positive work environment where each employee contributes to making the city the best place possible to live and work. The City offers a comprehensive benefits package, including a top rated pension plan, health and dental benefits, paid time off including vacation, 11 holidays and sick leave accrual, and much more.

PURPOSE

This position is exempt from Civil Service and serves at the pleasure of the Commissioner of Health.

The Violence Prevention Manager is responsible for leading a public health approach to the development, implementation and management of comprehensive, city-wide strategies to reduce youth violence and promote healthy youth development throughout the City of Milwaukee.

KEY FUNCTIONS

- Oversee the City's participation in the development and implementation of a strategic plan for the Office of Violence Prevention.
- Lead the design of a community-wide plan to improve youth development and violence prevention.
- Responsible for multi-agency and community collaboration, alignment with current and future internal City initiatives, and policy development.
- Establish key metrics including evaluation of the plan, objectives and activities.
- Oversee data collection and analysis.

ESSENTIAL FUNCTIONS

- Establish and maintain Steering Committee including developing the process and action agenda.

- Oversee creation of community stakeholder teams and community planning process. Assist the Committee in setting clear outcomes and agendas based on action toward those outcomes.
- Guide initiative's data analysis effort, including related research review, data collection and analysis, asset and resource inventory.
- Facilitate development of long-term data informed, evidence based or evidence informed plan for Milwaukee on youth development and violence prevention. Set expectation and accountability for implementation and revise based on results.
- Advocate for resources and organizational alignment on youth development and violence prevention. Identify with community partners funding opportunities to support youth development and violence prevention activities.
- Lead and support ongoing communication among various City leaders, other government and community organizations, including regular updates on progress and challenges in youth development and violence reduction.
- Supervise assigned staff.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

MINIMUM REQUIREMENTS

- **Three** years of professional experience working with multi-disciplinary partners in a collaborative and action-oriented role, with high-risk youth, injury or violence prevention, or improving social determinants of health.
- Bachelor's degree in Public Health, Public Administration, Criminal Justice, Sociology, Psychology, Economics or related fields.
 - *Equivalent combinations of education and experience may be considered.*
- Valid driver's license at time of appointment and throughout employment.

DESIRABLE QUALIFICATIONS

- A Master's Degree in a related field.
- Bilingual in Spanish and English.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of public health approach to violence prevention.
- Knowledge of best practices, trends, and developments in the area of youth development and violence prevention.
- Ability to work in a collaborative environment with diverse groups of people and at all levels of the organization. Interpersonal skills to develop and maintain effective relationships with the public, elected officials, community groups.
- Ability to understand and work with complex systems, including law enforcement, education, social services, public health, community agencies and faith organizations.
- Ability to develop goals and strategies that effectively meet measurable objectives.
- Ability to develop short and long-term plans for implementation Knowledge of grant funding through public and private sources.
- Knowledge of the use of research products.

- Analytical skills to review information and come to conclusions regarding the information.
- Oral communication skills to effectively communicate with diverse individuals.
- Skill in reading and interpreting technical documents such as policies, procedures, ordinances, statutes and administrative rules.
- Written communication skills to create effective briefing material, reports, policies and procedures, and professional correspondence.
- Presentation skills to effectively present resource and program information to a variety of stakeholders and groups of varying size.
- Ability to use spreadsheet, database, project management and word processing software to development reports, business correspondence and summary data.

CURRENT SALARY

SALARY (2HX) The starting salary for City of Milwaukee residents is \$54,865 and for non-residents is \$53,519. Appointment up to \$68,030 for residents or \$66,361 for non-residents is possible based on qualifications and experience.

SELECTION PROCESS

The selection process will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Public Health reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

- *NOTE: The City's residency requirement set forth in City Charter 5-02 is under litigation. Even though the City is legally able to enforce the current residency requirements based on a recent Wisconsin Court of Appeals decision, the City has agreed to continue to suspend enforcement of the ordinance until the Wisconsin Supreme Court issues a final decision. If the Wisconsin Supreme Court affirms the Court of Appeals decision, the City intends to fully enforce the residency requirement for all employees. Consequently, employees who disregard the requirements of the ordinance do so at their own risk. Applicants for City of Milwaukee positions should understand the City's commitment to its residency requirement. During this period of uncertainty it is important to take that into account when submitting an application and more importantly when deciding to accept an employment offer. Please contact (414) 286-3751 if you have questions regarding your individual circumstances as part of the application and/or selection process.*