

**CITY OF SELMA, ALABAMA**

**INTERNAL/ EXTERNAL JOB POSTING**

The following position is available with the City of Selma. Applications are available in the Personnel Department located at City Hall, 222 Broad Street, Selma, AL 36701. Please contact the Personnel Department at (334) 876-1219 with any questions. Email your resume to: [lrutledge@selma-al.gov](mailto:lrutledge@selma-al.gov).

**TRANSFER REQUEST, APPLICATIONS AND RESUMES ACCEPTED UNTIL JOB IS FILLED**

**FRINGE BENEFITS INCLUDE INSURANCE RETIREMENT, HOLIDAYS, PAID VACATION AND SICK LEAVE**

**Position: Engagement Assistant**

**Reports to: Director – Planning & Development**

**Subordinate Staff: None**

**Department: Planning & Development**

**Location: 222 Broad Street Selma, Alabama 36701**

**Status: Grant Funded**

**Schedule: Negotiable**

**Rate of Pay: Negotiable**

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

# Relationships

Internal Contacts: All City Departments and Department Heads

External Contacts: General Public; U.S. Department of Agriculture (USDA), Auburn University, Selma Housing Authority, Selma Community Housing Development Organization (SCHDO), U.S. Department of Housing and Urban Development (HUD), Neighborhood Assistance Corporation of America (NACA), Community Development Block Grant (CDBG) Grant Writers; Various State Agencies; Legislative Contacts; Other Counties and Municipalities; City of Selma Officials; Funding Sources; Financial Institutions; Chamber of Commerce; Utilities Companies; Schools and Local Businesses; Alabama Department of Economic and Community Affairs (ADECA); Local Clubs and Organizations; Various Federal Agencies; Alabama Department of Revenue (ADOR); Media Sources; Alabama Emergency Management Agency (AEMA)

# Job Summary

Under the direction of the Director - Planning and Development, the employee provides as array of duties to include to providing support to business and non-profit entities, assisting with the coordination and implementation of programs, initiatives, and events. You will work closely with project managers, government agencies, contractors, and community stakeholders to ensure efficient and effective operation of development, engagement, and special events efforts.

# Essential Functions

**ESSENTIAL FUNCTIONS:** The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the Americans with Disabilities Act (ADA) must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

## ESSENTIAL FUNCTION: Support, Communication and Correspondence.

## Provide support to the planning team, including answering phones, responding to emails, scheduling meetings, reviewing applications, and maintaining calendars.

## Draft and proofread correspondence, memos, and other written materials on behalf of the planning team, ensuring accuracy and professionalism in all communications.

## Assist with the coordination of meetings, workshops, and community outreach and educational events related to development and community efforts, including scheduling, logistics, and preparation of materials.

## ESSENTIAL FUNCTION: Document Management, Data Entry, and Reporting.

* Assist with the organization, filing, and tracking of documents related to projects, including special events applications, permits, media and press releases, contracts, invoices, and correspondence.
* Input data into databases and spreadsheets, generate reports, and assist with the preparation of documentation for applications, progress reports, and compliance reporting.
* Ensure compliance with federal, state, and local regulations governing programs, projects, and events.
* Assist with procurement activities, including soliciting bids and quotes, processing purchase orders, and tracking deliveries of goods and services related to programs, projects, and events.
* Maintain accurate records of activities, including work progress, expenditures, and compliance documentation, and prepare regular reports for submission to partners, Director, and other stakeholders.
* Document progress in detailed reports, including photographs, press and media, presentations, meeting minutes, and maintain accurate records of housing, construction, development activities.
* Prepare proposals for potential developers, funders, government agencies, and other stakeholders, documenting activities, goals, and outcomes in accordance with reporting requirements.

## ESSENTIAL FUNCTION: Stakeholder Engagement and Community Outreach.

* Maintain contact lists, databases, and communication channels for stakeholders involved in programs, projects, and events including government agencies, developers, partners, community organizations and businesses, vendors, media, and residents.
* Coordinate arrangements and assignments for staff, volunteers, partners, including booking facilities, vendors, and processing expense reports.
* Collaborate with officials, partners, community organizers, businesses, residents, and media to facilitate project implementation and address any concerns or issues that may arise.
* Engage with government agencies, developers, small businesses, community organizations, residents, media, and other stakeholders to solicit input, address concerns, and foster collaboration throughout the project lifecycle.

## Provide education and outreach to staff, small businesses, volunteers, partners, residents and other stakeholders.

## NON-ESSENTIAL FUNCTION:

Performs other job-related duties as required or assigned.

# Knowledge, Skills and Abilities

(\* Can be acquired on the job)

1. \*Knowledge of City rules, regulations, and policies.
2. \*Knowledge of applicable federal, state, and local laws, regulations, codes, and ordinances.
3. \*Knowledge of the functions and operational priorities of the City.
4. Knowledge of computer spreadsheet applications.
5. Knowledge of the general principles of accounting.
6. Knowledge of grant seeking principles and procedures.
7. \*Knowledge of City filing system and procedures.
8. Knowledge of the practical and theoretical application and management of grants and other funding sources.
9. Knowledge of principles of community relations and public relations.
10. Verbal skills to effectively communicate with co-workers, commission, the media, businesses, and the general public.
11. Computer skills to effectively create documents and enter budget information.
12. Writing skills to compose complex reports and letters to citizens and other governmental agencies.
13. Reading skills to comprehend instructions and policy manuals.
14. Math skills to accurately administer and mange grants.
15. Ability to maintain confidentiality and use discretion in communications.
16. Ability prepare successful grant proposals to public and private grant- making organizations.
17. Ability to effectively administer programs and grant funds.
18. Ability to utilize a variety of community and citizen engagement tools and methods.
19. Ability to prioritize work projects.
20. Ability to multi-task.
21. Ability to organize files and work projects.
22. Ability to work with little or no supervision.
23. Ability to pay attention to detail when completing reports.
24. Ability to work independently and exercise judgment to make prudent decisions.
25. Ability to drive through the City.

# Minimum Qualifications

* High school diploma or equivalent required; Associate's degree or higher preferred.
* Experience in support, preferably in a small business engagement, special events management community outreach, government, or non-profit setting.
* Knowledge of federal programs, policies, and funding.
* Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other office software applications.
* Excellent organizational skills and attention to detail, with the ability to prioritize tasks and manage multiple deadlines.
* Strong communication skills, both written and verbal, with the ability to interact professionally with diverse stakeholders.
* Ability to work independently with minimal supervision and as part of a team in a fast-paced, dynamic environment.
* Strong organizational, communication, and interpersonal skills, with the ability to work effectively with diverse stakeholders in a fast-paced, dynamic environment.
* Experience managing complex projects with multiple stakeholders, budgets, and timelines.
* Previous experience performing community centered projects and working with federal agencies and community stakeholders.
* Proficiency in project management software and Microsoft Office Suite.
* Valid driver's license and reliable transportation.

# Physical Demands

It is essential to maintain good physical health and fitness to perform their duties effectively. While the specific physical demands may vary depending on the nature of the projects and the work environment, typical physical demands for this role may include: Standing and Walking, Lifting and Carrying, Climbing, Bending and Stooping, Driving.

# Work Environment

The role may involve a combination of office-based tasks and active involvement in on-site project management activities. Additionally, adherence to safety protocols are critical to minimizing occupational hazards and ensuring the well-being of the project manager and other personnel involved in lead abatement projects.

\*\*EQUAL OPPORTUNITY EMPLOYER\*\*