

Opening for Director of Safe and Healthy Neighborhoods at Louisville Metro Government

Metro Government is dedicated to advancing a city in which individuals, families and neighborhoods are safe and healthy. The Office for Safe and Healthy Neighborhoods was created for the purpose of advancing hope and opportunities throughout Louisville in terms of community building, education, employment and economic development, health and social wellness as well as juvenile/criminal justice.

In keeping this commitment to make Louisville a safer and healthier city, Mayor Greg Fisher is announcing a search for the next Director of Safe and Healthy Neighborhoods.

The purpose of this role is to lead the Office for Safe and Healthy Neighborhoods forward by taking the current framework and developing the initiatives into a long-term sustainable plan to disrupt the system of violence. The director will work alongside multiple sectors that include; community leaders and partners, business partners, faith-based leaders, youth leaders and other metro agencies.

What does the Director of Safe and Healthy Neighborhoods do?

Critical Duties & Responsibilities Include:

- *Directs Safe and Healthy Neighborhoods operations, projects and programs.*
- *Establishes and implements departmental goals, budget, policies, programs and procedures*
- *Exercises supervision over subordinate personnel*
- *Directs the operations, activities and personnel of the department*
- *Establishes and implements departmental goals, objectives, policies and procedures through subordinate managers to achieve the success of programs and operations*
- *Analyzes data on the effectiveness and efficiency of programs and services and implements corrective action*
- *Delegates work and responsibilities to achieve goals and objectives*
- *Develops and organizes the department structure to insure the maximum utilization of available resources*
- *Directs the preparation of the departmental budget and the monitoring of expenditures and funds*
- *Selects, trains, disciplines and evaluates employees; recommends personnel actions; and resolves employment complaints and grievances*
- *Answers questions and provides information concerning the operations and procedures of the department, and negotiates and mediates disputes*
- *Confers with managers to instruct and discuss operational problems, policy interpretations and program evaluation*
- *Presents comprehensive and evaluative reports on department operations and activities*

- *Serves as a liaison with other departments, elected officials, other government agencies and the public and answers questions, and provides information*
- *Researches, identifies and procures resources such as grants, consultants, and technical assistance to improve the quality or extend the level of services in the community*
- *Determines staff development and training needs and coordinates program scheduling to address the needs*
- *Performs related work*

Skills and Competencies Required:

Vision – the ability to frame a new vision of the future and generate energy and excitement in others to buy into and help move toward that vision

Decision Making – strong ability to evaluate current processes, prioritize tasks, and manage work independently while maintaining strong cross functional alignment

Leadership – outstanding facilitation skills; proven ability to influence others with minimal formal authority structures; excellent written and oral communication skills

Key Behavioral Attributes:

Strong sense of urgency to achieve results

Ability to work in a fast-paced environment

Good listener who can include feedback in communication quickly and effectively

“Solution minded” approach to problem solving – balancing analysis with action

Position Requirements:

- Bachelor’s degree
 - Business Administration
 - Environmental Health
 - Public Administration
 - Public Health
 - Social Science
 - Related field
- An equivalent combination of education and experience may be substituted, but must include one year of managerial experience
- Experience in grants management is preferred

Please submit a letter of interest in this position to the Chief of Community Building c/o Leah Scott at Metro Hall, 527 West Jefferson, Louisville KY, 40202 no later than close of business on November 30, 2015.