



Neighborhood Relations Liaison Baltimore City Council

Bargaining Unit: MAPS - Managerial and
Professional Society Unrepresented

CITY OF BALTIMORE

SALARY

\$50,000

Title: Neighborhood Relations Liaison

Closing Date: January 19, 2018 or until filled

Job Type: Non Civil Service, Fulltime

Work Hours: 9:00 a.m. to 5:00 p.m. with regular evening hours

Job Description

Neighborhood Liaisons are the City Council President's representatives in the community. They are assigned to specific geographic areas of the city and are tasked with building productive working relationships with community leaders and constituents. Liaisons regularly attend community association meetings to listen and respond to neighborhood concerns that can be addressed through City services and resources. They are a valuable source of information and assistance to neighborhoods throughout Baltimore. Neighborhood Liaisons routinely participate in community events and activities on behalf of the City Council President to provide resource information and to further connect residents to their local government.

Essential Job Functions

- Attend community meetings regularly and promote the Council President's initiatives and achievements, and distribute relevant information from the various city agencies and boards (i.e., Liquor Board, Zoning, Planning, DOT and grant information).
- Complete meeting reports, weekly wrap-up reports and provide timely follow-up to the community.
- Inform the Council President and Director of Neighborhood Relations of hot issues and concerns in assigned districts.
- Staff the Council President and prepare briefing memorandum for meetings and events.
- Develop ideas for legislation (aided by Legislative Director). Monitor legislative bills relevant to communities.
- Represent the Council President on committees, work groups and other initiatives.
- Respond on behalf of the Council President to telephone calls and correspondence; work with the district City Council Members and their staff to ensure efforts are not being duplicated.
- Serve as a referral office for assigned district constituents.

Knowledge, Skills, and Abilities

- Effective verbal and written communication skills.
- General knowledge of reference and research methods and techniques used in collecting, compiling, and organizing data.
- Ability to prepare and present reports.
- Ability to establish and maintain working relationships with elected officials, co-workers and the general public.
- Ability to learn an agency's purpose, programs, and operations.
- Ability to prepare and present ideas and information clearly, yet concisely.

Minimum Qualifications

A high school diploma or GED certificate. Previous community outreach experience in a diverse or multi-cultural community environment. Effective verbal and written communication skills. Fluency in Spanish, a plus.

About the City Council

The City Council is the City's legislative body, with the power to enact all ordinances and resolutions. City Council members are elected from fourteen districts, and the President is elected at-large, by all voters of the City. The fifteen City Council members, along with the Mayor, act only by ordinance, resolution or motion. They adopt and may alter the annual budget and confirm the Mayor's appointments. The City Council is responsible for the appropriation and issuance of bonds. The City Council determines its own rules of procedure, and its meetings are open to the public. City Council members are elected every four years. They are elected to geographic districts of roughly the same proportion of population.

About the City of Baltimore's Workforce

With a 15,000+ employee stakeholder workforce, the City of Baltimore's occupations span from executive and managerial to laboring, including public health and safety, clerical, technical, administrative, and support capacities throughout the metropolitan area. Operating under a Civil Service System, the majority of stakeholders are represented by one of nine labor unions; with a large body of appointed positions.

This career opportunity offers a comprehensive benefits package and competitive salary, commensurate with education and experience. Individuals under final consideration for appointment to this position will be required to submit to drug and alcohol testing and criminal background check. This position will remain posted until filled.

Submit a cover letter, resume and salary requirements to resumes@baltimorecity.gov by January 19, 2017. Please put "Neighborhood Relations Liaison" in the subject line.

The City of Baltimore is An Equal Opportunity Employer