



City of Phoenix

*Employment Opportunity
Neighborhood Specialist –
Neighborhood Services Department*

ABOUT THIS POSITION

The Neighborhood Services Department's (NSD) mission is to preserve, enhance, and engage Phoenix neighborhoods. Our investment in healthy neighborhoods is an investment in our residents, a sense of community, and shared pride. The Neighborhood Engagement Division (NED) supports this mission through providing education and quality customer service to residents, helping them access city services and programs. NED is made up of various customer service and engagement functions to provide a seamless, consolidated effort to address resident and community needs. This is accomplished by assisting communities to create action plans/strategies to address issues for neighborhood improvement efforts, developing volunteer opportunities, conducting outreach and education, as well as serving as a liaison to the various city departments.

Currently, NED is recruiting for one Neighborhood Specialist position.

Neighborhood Specialist (General)

Neighborhood Specialists plan, develop, and organize neighborhood organizations in community self-help and neighborhood improvement activities. Assignments focus on areas of the city and specialized projects such as Graffiti Free Phoenix, PHX C.A.R.E.S., Gated Alley Program, Neighborhood College, Love Your Block, and other city initiatives. Responsibilities include educating residents and neighborhood associations on property maintenance and supporting neighborhood activities in City Council Districts. In addition, working knowledge of the land use, zoning, development, and public hearing processes is needed for neighborhood improvement efforts. The successful candidate must be able to coordinate, facilitate, and attend neighborhood meetings, events and activities, city council functions, and other meetings as part of the job requirement. Many of these meetings require a flexible schedule to include nights, weekends, and some holidays.

Areas of responsibility include but are not limited to the following:

- Facilitate community-based problem-solving.
- Serve as a liaison between residents and the City of Phoenix.
- Organize and provide leadership to neighborhood organizations.
- Coordinate projects and serve as team lead for special assignments.
- Prepare and facilitate neighborhood improvement action plans and activities.
- Attend neighborhood meetings and community-based City Council functions.
- Develop a working knowledge of Crime Prevention Through Environmental Design (C.P.T.E.D.).
- Prepare and conduct presentations, training, and workshops related to neighborhood improvement.
- Engage and grow the capacity of neighborhood organizations within geographically assigned areas.
- Support Special Initiatives/Programs such as PHX C.A.R.E.S, Gated Alley Program Pilot (GAPP), and others.

AA/EEO/D/V Employer – 251 West Washington, Phoenix, AZ 85003

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SALARY

\$58,032.00 - \$88,379.20 annually. Candidates may be hired up to \$88,379.20 depending upon qualifications.

BENEFITS

A comprehensive benefits package is offered which includes traditional pension with employer and employee contributions; choice of medical HMO, PPO, or HSA/HDHP plan; wellness incentive of up to \$720 annually; dental; vision; life insurance; long-term disability; 401(a) and 457 plans; medical enrollment includes a monthly \$150 City contribution to a Post-Employment Health Plan; bus/light rail pass; tuition reimbursement program; paid time off includes 12.5 paid holidays, 12 vacation days, and 15 sick days and personal leave days. Additionally, effective 10/1/2022, Paid Parental Leave is now offered to eligible employees up to 480 hours (12 weeks) of paid leave for the birth, adoption or foster care placement of a child during a 12-month period.

For more details, visit: [Unit 007 Benefits](#)

[Pension Information](#)

MINIMUM QUALIFICATIONS

- Four years of experience in planning, developing, and organizing neighborhoods, including experience in community relations work and with neighborhood associations;
- Bachelor's degree in planning, urban affairs, or public administration.
- Other combinations of education and experience that meet the minimum requirements may be substituted.
- The City job description can be found [here](#).
- All finalists for positions are subject to a criminal background check applicable to the department or position.
- For information regarding pre-screening and driving positions, [click here](#).
- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.

PREFERRED QUALIFICATIONS

The minimum qualifications listed above, plus:

- Experience working with diverse populations.
- Experience making presentations to the public.

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- Experience in program/project/event planning beginning to implementation.
- Experience in organizing neighborhood groups and working with community programs.
- Experience building, coordinating, and maintaining community and agency partnerships.
- Experience with urban planning techniques and zoning applications for revitalization efforts.

RECRUITMENT DATES

Recruitment closes January 9, 2023. All materials must be received by 11:59 p.m. on this date.

This is a position-based recruitment **and generates a one time use only list**. Once interviews are conducted and candidates are selected, this job posting will be considered closed and candidates will no longer be in consideration for the position applied for. This posting will not result in any ongoing eligibility list.

HOW TO APPLY

Apply online at <https://www.phoenix.gov/hr/current-jobs/> by completing the required information and attaching, **as one document**, your cover letter and resume. Please include your experience as it relates to the qualifications stated above. Only the highest qualified may be posted to the eligible to hire list. The results of the resume screening process will be sent to your primary email address.

WE ARE HERE TO HELP

- Job interviews may be held by video or audio conference.
- If you are in need of computer resources, [click here](#) for free options.
- Arizona at Work has frequent classes to help with resume writing, interviewing skills, and general career guidance. Click [here](#) for more information.
- Explore other [Employment Opportunities](#) with the City of Phoenix.
- Subscribe to receive [e-mail notifications](#) about new employment opportunities.
- If you need assistance applying for this job, please contact our HR Connection Center at [\(602\) 495-5700](#).

REFERENCE

Neighborhood Specialist: Job Code 18530, ID # 48330

City of Phoenix employees commit to Work Smart, Spend Wisely, Be Kind.

City of Phoenix is an equal opportunity employer. AmeriCorps, Peace Corps, and other national service alumni who meet the required qualifications are encouraged to apply.

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