CITY OF DURHAM

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invites applications for the position of:

Planning and Performance Management Manager

SALARY: $58,770.00 - $94,033.00 Annually

OPENING DATE: 07/27/18

CLOSING DATE: Continuous

POSITION DESCRIPTION:

Hiring Range: $58,777.00 - $76,402.00

This position oversees the department's Planning and Performance Management Team. The purpose of this position is to provide strategic planning and performance management services for the department. The strategic planning and performance management services are accomplished by overseeing and managing the department's Strategic Plan; overseeing and directing other planning and performance management personnel, overseeing the planning and reporting of the department's Federal Grants and Programs Consolidated Plan, Annual Action Plan, Consolidated Annual Performance Evaluation Report (CAPER), and other related reports; managing overall performance monitoring and reporting for the department, managing new departmental initiatives, recommending advancements on departmental performance measures, writing and implementing policies and procedures.

DUTIES/RESPONSIBILITIES:

- Oversees departmental Strategic Plan and ensures departmental goals and objectives align with the City's Strategic Plan and related benchmarks by developing and revising performance measures and initiatives; tracking and monitoring performance measures, collecting and analyzing performance data from departmental Goal Teams.
- Oversees the monitoring of Federal Grants activities and programs in the Federal Integrated Disbursement Information System (IDIS).

- Develops, analyzes and translates performance measures, benchmarking and related data (qualitative and quantitative) into strategic recommendations and actions plans.
- Coordinates with department staff to collect relevant production and performance data for reporting to internal and external stakeholders and funders.
- Generate performance measures reports for internal and external stakeholders by evaluating the progress of performance measures assigned to the budget.
- Coordinates the Assessment of Fair Housing requirements for the department and the City.
- Analyzes the U.S. Department of Housing and Urban Development and local data to assess local trends; coordinates with department management on City and department priorities, goals and objectives to ensure priorities are consistent with work plans.
- Manages and oversees special projects by ensuring tasks are completed; deadlines and goals are met, and progress reports are submitted to internal and external stake holders.
- Manages through subordinate team members, the activities of staff and operations in a variety of functions in support of efficient operations by establishing operational objectives, priorities, work standards and schedules; attending stakeholder meetings; directing and managing projects; responding to personnel and management issues; preparing agenda items; coordinating the activities of the division with other City departments and public and private organizations; attending external meetings within the community; and representing the department at program related meetings of boards, committees, and other groups.
- Provides departmental support by recommending operating procedures of the division; coordinating the activities of personnel; recommending policies; leading the department in training and coaching on performance measures evaluation and data analysis.

Areas of experience needed for the position:

- Data Analysis and Assessment
- Strategic Alignment of Programs with Organizational Goals
- Program Evaluation and Assessment
- Performance Evaluation and Reporting
- Strategic Planning
- Performance Measures Development

MINIMUM QUALIFICATIONS & EXPERIENCE:

- Bachelor's degree or equivalent in Public Administration, Business Administration, Statistics, Program Evaluation, Data Analytics or related field
- Four or more years of related experience, such as in Program Evaluation, Data Analytics, Data Analysis and Assessment, Performance Evaluation and Reporting

ADDITIONAL PREFERRED SKILLS:

- Master's Degree in Public Administration, Business Administration, Statistics or related field preferred
- Federal Grants management and reporting experience (CDBG, HOME, ESG, CAPER, Annual Action Plan) preferred
- Experience working with the Federal Integrated and Disbursement System (IDIS) and eCon Planning Suite preferred
- Experience working in the Public Sector
- Supervisory and management experience preferred

- Strong oral and written communication skills
- Strong organizational and project management skills
- Strong customer service skills for both, internal and external clients

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Individuals selected for conditional offer of employment must pass City of Durham drug and alcohol testing, background check, and physical examination (if applicable). A driver's history check is conducted for applicants applying for jobs requiring a valid North Carolina Driver's License and/or CDL.

This Agency Seeks Diversity in the Workplace.

The City of Durham is an Equal Opportunity/Affirmative Action Employer.
APPLICATIONS MAY BE FILED ONLINE AT:
http://agency.governmentjobs.com/durhamnc

Position #18-01805
PLANNING AND PERFORMANCE MANAGEMENT MANAGER
HE

101 City Hall Plaza
Durham, NC 27701

hrconnect@durhamnc.gov

Planning and Performance Management Manager Supplemental Questionnaire

* 1. Where did you first hear about this opportunity?

- ❑ City of Durham Website
- ❑ Walk in
- ❑ Job fair
- ❑ Employee referral
- ❑ Professional organization ***Please list the organization in "other" box below***
- ❑ Internet posting ***Please list the specific web site in the "other" box below***
- ❑ Craig's List
- ❑ Facebook
- ❑ LinkedIn
- ❑ GlassDoor
- ❑ governmentjobs.com
- ❑ Monster.com
- ❑ Indeed.com
- ❑ Employment Security Commission
- ❑ Magazine/Newspaper
- ❑ Other

2. If you listed "other" above please give specific web site, organization, or publication.

* 3. Please select your highest level of COMPLETED education.

- ❑ Less than a High School Diploma or Equivalent (GED)
- ❑ High School Diploma or Equivalent (GED)
- ❑ Associates Degree
- ❑ Bachelor's Degree
- ❑ Master's Degree
- ❑ PhD or Juris Doctorate

* 4. How many years of related experience do you have with Program Evaluation, Data Analytics, Data Analysis and Assessment, Performance Evaluation and Reporting?

- ❑ No related experience
- ❑ Less than 4 years of related experience
- ❑ 4 years but less than 8 years of related experience
- ❑ 8 years but less than 12 years of related experience
- ❑ 12 or more years of related experience

* 5. Briefly describe your experience with the following areas and be specific about your role in each area. a) Data Analysis and Assessment b) Program Evaluation and Assessment c) Performance Evaluation and Reporting d) Strategic Alignment of Programs with Organizational Goals e) Strategic Planning f) Performance Measures Development If no experience, indicate "No Experience":

* 6. Briefly describe your experience with the administration and reporting of federally-funded programs and activities, particularly programs funded with grants by the U.S. Dept. of Housing and Urban Development (CDBG, HOME, ESG, HOPWA, COC). Be specific about your role in each case. If no experience, indicate "No Experience".

* 7. How would you rate your experience level with MS Excel ?

- ❑ No experience
- ❑ Beginner Level
- ❑ Intermediate Level
- ❑ Advanced Level
- ❑ Expert Level

* 8. Briefly describe your experience creating and editing MS Excel spreadsheets. Please be specific about your role. If no experience, indicate "No Experience".

* 9. How would you rate your experience level with MS PowerPoint?

- ❑ No experience
- ❑ Beginner level
- ❑ Intermediate level
- ❑ Advanced level
- ❑ Expert level

* 10. Briefly describe your experience creating and editing PowerPoint presentations. Please be specific about your role. If no experience, indicate "No Experience".

* 11. Briefly describe your experience monitoring performance measures for an organization. Please be specific about your role. If no experience, indicate "No Experience".

* 12. Briefly describe your experience managing individuals and teams. Please be specific and detailed about your role(s). If you have no experience, indicate "No Experience".

* 13. Briefly describe your experience working with the following. Please be specific and detailed about your role. If you have no experience, indicate "No Experience": a) Federal Integrated and Disbursement System (IDIS) b) eCon Planning Suite c) CAPER d) Annual Action Plan e) 5 Year Consolidation Plan

* 14. What is your greatest strength and how will it help your performance in this position?

* 15. Please review your experience/knowledge and tell why you believe you would be a good fit for this position.

* Required Question