

STATE COLLEGE,
PENNSYLVANIA

COMMUNITY ENGAGEMENT MANAGER



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THE COMMUNITY

Located in beautiful central Pennsylvania, the Borough of State College is a growing, dynamic, community of over 40,000 and home to Pennsylvania State University's (PSU) main campus. State College is the largest borough in the Commonwealth and is one of six communities that make up the Centre Region Council of Governments, forming a regional population of nearly 100,000. The area offers abundant all-season recreational activities including biking and hiking trails and first-class parks and open space, including over 45 parks, Millbrook Marsh Nature Center and two community swimming pools.

Led by PSU, the Borough has a strong economy that supports innovation and a strong enterprising spirit. State College has ranked in the top 100 Best Small Cities for Business and as one of the best cities in Pennsylvania for tech startups.

State College offers opportunities to experience the arts, including live theater, music, dance performances, museums, artist studios and galleries. State College and PSU offer a wide variety of performing arts venues year-round. Downtown State College features unique local and fine-dining restaurants, specialty stores and a vibrant nightlife. The adjacency of the PSU campus contributes to the energetic downtown atmosphere and the "town-gown" nature of the community.

The Borough offers a wide variety of housing in distinctive neighborhoods, including two districts recognized on the National Register of Historic Places. High-performing schools also contribute to the excellent quality of life. State College Borough and the Centre Region offer all the advantages of a progressive metropolitan community.

THE ORGANIZATION

Under the home rule charter, the Borough of State College is a Council-Manager form of government governed by a seven-member Council, elected at large, for four-year overlapping terms. The Mayor is elected at large and serves as the presiding officer at the Council meetings. The Borough Council sets policy and has ultimate responsibility for the municipal government. Members of the Council work on a part-time basis, without compensation. The Borough Council hires and appoints the Borough Manager who is responsible for overseeing day-to-day municipal operations and all Borough departments.

The Borough provides a full range of municipal services with the following departments: Administration, which includes Communications, Community Engagement, Financial Services, Human Resources, Information Technology, Purchasing and Records; Diversity, Equity, Inclusion and Belonging; Parking; Planning and Zoning; Police, and Public Works. Fire Services, Parks and Recreation and Library services are provided through the Centre Region Council of Governments. The Borough has 172 FTEs, 29 part-time employees and 7 seasonal employees.

In 2019, the Borough adopted an update to the Borough's Strategic Plan to add "Welcome & Engage" as one of the critical success factors for the plan. The Borough has undertaken several initiatives, including the establishment of the Department of Diversity, Equity Inclusion and Belonging to ensure the Borough is a welcoming and engaged community. The Borough also supports [LION](#) (Living in One Neighborhood) Bash annually, which is a combination of a resource fair and block party with multiple engagement stations.



THE POSITION IN BRIEF

The Community Engagement Manager is responsible for building community in the Borough to improve the quality of life by engaging community residents, including both students and long-term residents, to identify and resolve neighborhood issues, empower neighborhood residents to build relationships, and foster opportunities for capacity building with Pennsylvania State University (PSU), the Borough, and the community. The Community Engagement Manager also will be a member of the team responsible for coordinating and maintaining the collaborative efforts between State College Borough and PSU which assists students in becoming engaged in community life, ensuring that neighborhoods adjacent to the PSU campus are stable and vibrant places for all residents, and improving the connections between the community, the Borough and residents.

This work is performed under the general direction of the Borough Manager with considerable latitude, requiring advanced-level experience and the ability to exercise independent judgment to determine the best approach by using and interpreting policies and procedures.

The Community Engagement Manager supervises and evaluates the Community Engagement Specialist, reviewing and evaluating work methods and procedures to identify and resolve problems, and opportunities for improvement and change implementation. The department includes 2 FTE, including the Manager position, and has a budget of \$245,710 for 2024.



THE COMMUNITY ENGAGEMENT MANAGER WILL:

- Lead development and implementation of various programs to assist neighborhoods; encourage and support the formation of neighborhood associations; participate in the implementation strategies of approved neighborhood plans; assist neighborhood groups with writing grant applications and assist neighborhood associations to build capacity for communication and services for residents.
- Create and implement processes for information exchange among students, long term residents, Borough staff and PSU to strengthen relationships and obtain stakeholder perspective on issues, business decisions, and policy implementation.
- Assist with the Borough's educational and engagement efforts held with tenants; attend meetings and monitor outcomes and impact of activities, sharing with other Borough staff as needed.
- Assist individuals and neighborhood groups with the resolution of issues; serve as point of contact, providing information and recommendations; assist groups to effectively utilize established processes to resolve problems; function as mediator and group facilitator in a variety of situations and, occasionally, facilitate neighborhood meetings.
- Function as a core team member responsible for coordinating and maintaining the collaborative efforts between the Borough and PSU, assisting students in becoming engaged in community life, ensuring that neighborhoods adjacent to the PSU campus are stable and vibrant places for all residents, and improving the connections between the community, the Borough, and residents.
- Coordinate with Borough staff, administrators, and Council to attend and participate in community engagement events hosted by community/campus partners.
- Serve on committees and task forces, as needed.
- Assist in developing, updating, and delivering the Borough's neighborhood educational materials on how to be a good neighbor, how to avoid nuisance behavior and property points, and ways to be civically engaged in the community.





CANDIDATE KNOWLEDGE, SKILLS, AND ABILITIES:

- Advanced knowledge of community engagement principles and the ability to apply them for the Borough.
- Knowledge of local government operations and services.
- Knowledge of university operations and services.
- Knowledge of budget formulation and project management experience.
- Skill in the use of Microsoft Office products (Word, Outlook, and Excel) .
- Skill in time management and work organization.
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work.
- Ability to research problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of organization-wide and departmental goals.
- Ability to create, present, and manage informational sessions to large and small groups.
- Ability to foster collaboration in a complex organizational environment.
- Ability to communicate effectively both written and orally.
- Ability to delegate, manage, and supervise effectively.
- Ability to oversee and motivate others to achieve goals.
- Ability to attend evening and weekend meetings and events.
- Ability to manage confidential/sensitive information.
- Ability to maintain positive community contacts and relationships, exercise discretion and sound judgment and interact knowledgeably, professionally, and diplomatically with members of the community, PSU officials and Borough staff.

MINIMUM QUALIFICATIONS:

Bachelor's degree in sociology or related field; and supplemented by three (3) or more years' directly related experience; or an equivalent combination of education, certification, training, and/or experience. Must possess a valid Pennsylvania driver's license.

In addition to meeting the minimum qualifications listed above, an individual must be able to perform each of the established essential functions to perform this job successfully.

PREFERRED QUALIFICATIONS:

- Bachelor's degree in sociology, Master's degree in sociology or related field
- Certificates in Town-Gown Relations
- Previous experience in a community that supports a higher education institution.
- Demonstrated experience in community engagement and a strong track record of collaboration with diverse individuals, groups and interests.
- Excellent communication skills, both verbal and written skills.

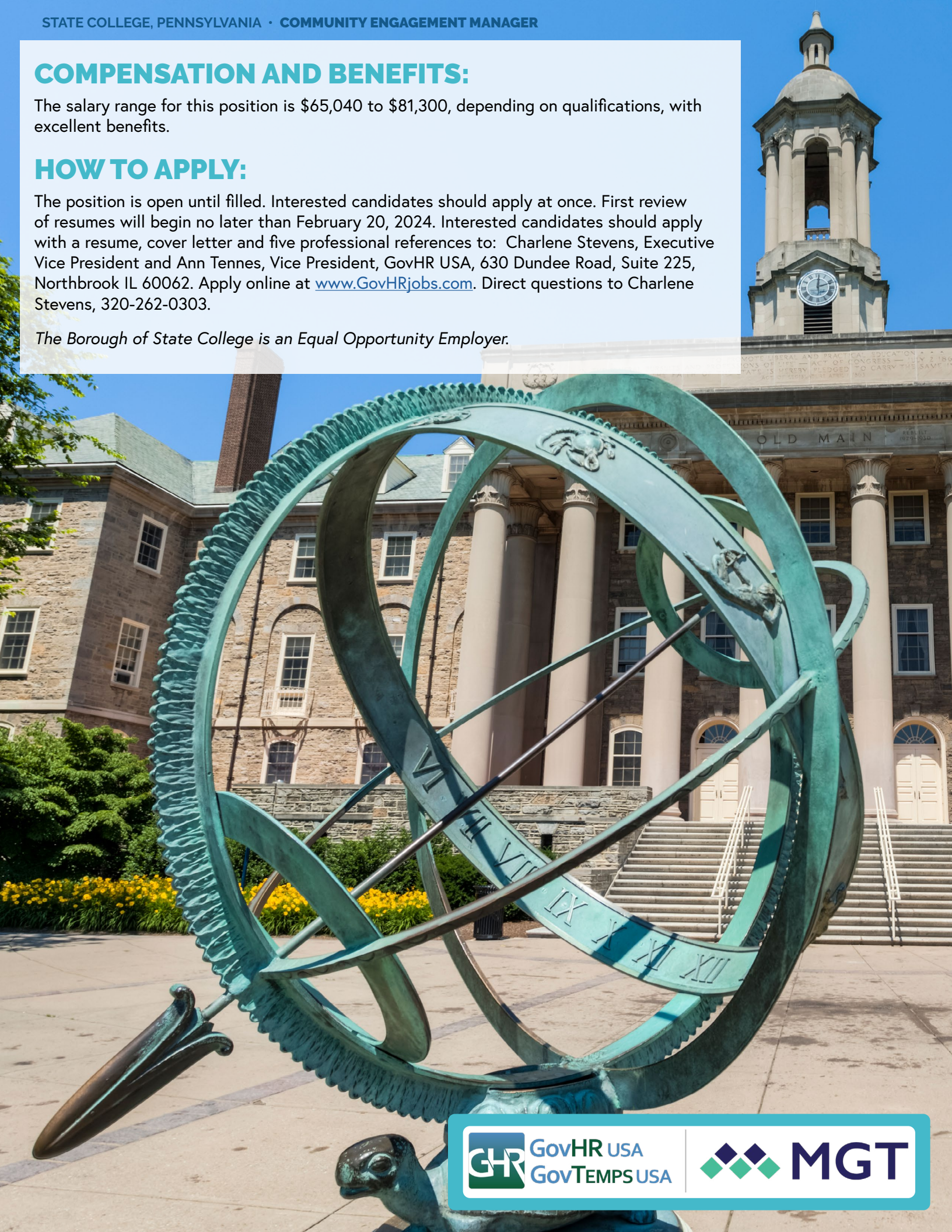
COMPENSATION AND BENEFITS:

The salary range for this position is \$65,040 to \$81,300, depending on qualifications, with excellent benefits.

HOW TO APPLY:

The position is open until filled. Interested candidates should apply at once. First review of resumes will begin no later than February 20, 2024. Interested candidates should apply with a resume, cover letter and five professional references to: Charlene Stevens, Executive Vice President and Ann Tennes, Vice President, GovHR USA, 630 Dundee Road, Suite 225, Northbrook IL 60062. Apply online at www.GovHRjobs.com. Direct questions to Charlene Stevens, 320-262-0303.

The Borough of State College is an Equal Opportunity Employer.



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