



Office of Human Resources
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Position Vacancy Announcement

Position	Census Coordinator	Opening date	March 2, 2020
Department	Planning and Zoning	Closing date	December 31, 2020
Salary range	\$25 per hour		

GENERAL SUMMARY OF DUTIES

Lead the effort to ensure that the City of Annapolis (City) receives an accurate census count to help our communities receive vital federal government program funding.

The Census Coordinator serves as the primary contact and coordinator for the City's efforts related to the 2020 Census. Interacts frequently and extensively with a wide variety of individuals, City staff, businesses, and community-based groups. This is a project-based position intending to last between 3-6 months. Must comply with all applicable federal, state, and City of Annapolis policies and procedures.

Under the general direction of the Director of the Department of Planning and Zoning the Census Coordinator will develop and bring together the activities of government, education, advocacy education, service providers, faith based and community organizations to increase census awareness and motivate residents to respond to the 2020 Census.

WORK CONDITIONS AND SITE

Work is generally confined to a standard office environment with considerable outreach to city residents; community organizations, businesses and associations, and venues where target population members gather. Must be willing to travel locally and work flexible/extended hours including weekends and evenings.

EXAMPLES OF WORK

- Manage implementation of the City of Annapolis 2020 Census Plan
- Represent Annapolis on the Anne Arundel County Complete Count Committee.
- Serve as liaison between community groups, local government and the U.S. Census Bureau.
- Coordinate with and monitors efforts by the Complete Count subcommittees to assess the progress and effectiveness of the Census outreach efforts.

- Work with Public Information Officer (PIO) to develop and implement public awareness plan.
- Coordinates timelines, agendas, and complete meeting notes for internal or public meetings and events.
- Participate in weekly progress meetings with the Assistant City Manager and the Director of the Planning and Zoning Department.
- Coordinate with members of the Anne Arundel County Complete Count Committee.
- Support, build upon and expand community engagement for the 2020 Census with additional stakeholders, individuals and target group representative- organizations, and support the work of its subcommittees. Coordinate efforts with the U.S. Census Bureau and assist the Bureau with identification of hard-to-count neighborhoods and/or populations that will require special efforts to achieve a complete count.
- Coordinate with: regional, state and federal agencies; community-based organizations; city departments, programs, staff and elected officials; and volunteers performing census outreach efforts.
- Collaborate with the City's Public Information Officer (PIO) to develop marketing and outreach plans, host meetings and events, and draft content for use in traditional and online communication venues.
- Assists in maintaining current information for the City's census webpage.

SKILLS AND ABILITIES REQUIRED

1. Communications skills:
 - a. Ability to maintain confidentiality
 - b. Excellent oral and written language skills. Excellent written communication skills to create and edit reports, correspondence, and other written materials. Ability to communicate effectively, concisely, and clearly in all mediums preparing succinct, coherent, and technically accurate reports and analysis.
 - c. Ability to read and comprehend a wide variety of materials.
2. Demonstrated experience in group facilitation and team leadership to achieve outcomes.
Ability to analyze technical information and reports.
3. Ability to work independently, with minimum supervisory direction.
4. Ability to establish and maintain effective working relationships within the City officials and employees, interest groups, community-based groups, and members of the public, especially those considered hard-to-count.
5. Knowledge of the decennial U.S. Census, demographics, local government, project management, public relations or communication, community engagement or organizing, and data collection and management a plus.
6. Recordkeeping and technology skills:
 - a. Experience using Microsoft Office, videoconferencing/webinar technologies, and understanding of geographical information system terminology and data.
 - b. Ability to compile and to accurately input and organize data, information, and files.

MINIMUM TRAINING & EXPERIENCE

Experience with the coordination of outreach programs and workers. Some college preferred.

SPECIAL REQUIREMENT

At time of appointment, possession of a valid motor vehicle operators' license.

DURATION AND HOURS

Average of 20-25 hours per week with flexibility to accommodate an increasing activity schedule. The job will conclude by or before June 1, 2020.

APPLICATION PROCESS

Candidates must complete a City of Annapolis application online at <https://www.annapolis.gov/237/Jobs-with-the-City>. A completed application may instead be hand delivered to the City of Annapolis Office of Human Resources by the closing date.

All qualified applicants will receive consideration for employment, without regard to political or religious opinion or affiliation, age, race, creed, color, sex, national origin, marital status, physical or mental disability, sexual orientation, gender identity or genetic information. The City of Annapolis is an Equal Employment Opportunity/ADA Compliant Employer.