CLASS TITLE: Coordinator of Community Services

CHARACTERISTICS OF THE CLASS: Under direction, coordinates a variety of activities intended to develop local interest and leadership in community programs and services; and performs related duties as required.

ESSENTIAL DUTIES: Develops recommendations for the improvement of various community service programs and presents same to departmental managers; reviews reports from unit offices reflecting trends, issues and recommended actions regarding unemployment, housing, social services and other community problems; works with the community through existing block clubs, school councils, sports and cultural groups in order to seek means of solving community problems; refers problems and concerns to local social agencies equipped to deal with them; identifies problem areas and issues and prepares related reports; serves as a liaison with community groups; assists in gathering and disseminating information pertaining to community programs and activities; establishes and maintains good rapport between community institutions and the City; coordinates the establishment and maintenance of a central communications center during emergency situations; prepares periodic reports on the status and progress of various community programs.

MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited college or university with a Bachelor’s degree in the Social Sciences or a directly related field supplemented by four years of progressively responsible community or social service experience, or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Considerable knowledge of programs and services available to communities. Considerable knowledge of strategies used to elicit community participation in City sponsored programs. Considerable knowledge of program coordination activities.

Ability to coordinate community participation in City sponsored programs. Ability to recommend improvements in the delivery of services to the community. Ability to work effectively with community groups.

Considerable skill in coordinating community participation in City sponsored programs. Considerable human relations skills. Considerable oral and written communications skills.

April, 1991