

CLASSIFICATION SPECIFICATION FOR: COMMUNITY OUTREACH COORDINATOR

Class specifications are intended to present a descriptive list of the range of typical duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job, and all duties described are not necessarily performed by all employees in the class.

POSITION SUMMARY

Under direction, this position serves as the program manager for the Town's Volunteer Program; assists the Police Department with disaster preparedness through outreach, events and activities for the community; serves as the Town's representative with local community groups and organizations to facilitate the Town's response to community needs; and assists with administrative and other programs that serve the public (e.g., Town Parking Permit Program.)

DISTINGUISHING CHARACTERISTICS

The Community Outreach Coordinator is a Management At-Will position responsible for performing administrative support work, implementing programs and events and representing the Town at meetings with members of the public. The position interacts with members of public safety including sworn police and fire personnel.

ESSENTIAL FUNCTIONS STATEMENTS

Essential responsibilities and duties may include, but are not limited to, the following:

1. Coordinates volunteering opportunities with departments; recruits and matches volunteers to assignments.
2. Administers community programs such as the Community Unity Volunteer program.
3. Assists with community-wide disaster preparedness, including public education, outreach and awareness activities such as information fairs and special events.
4. Maintains database of neighborhood groups and associations in the community for the purpose of outreach and communication on Town-related issues.
5. Prepares for and conducts meetings involving Town staff, agency representatives and community members; keeps records of meetings and conducts follow-up as needed.
6. Conducts research and meets with Town staff to facilitate disaster preparedness and address other community concerns.
7. Prepares a variety of written and electronic correspondence, reports and visual aids.
8. Conducts community presentations and assists in the coordination of community projects.
9. Assists with Town programs as assigned, such as the Parking Permit Program, which requires issuing parking permits in accordance with Town regulations, maintaining records, and providing information to businesses and residents.

- 10. Assists with special projects as assigned.
- 11. Performs related duties and responsibilities as required.

REQUIRED EDUCATION, EXPERIENCE AND TRAINING: Any combination of experience and training that would likely provide the required knowledge, skills and abilities is qualifying.

- Four years of administrative work related to volunteer coordination, public outreach and/or public administration.
- Requires possession of a valid California Driver’s License and satisfactory driving record as determined by the Town.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- General principles of public administration including general staff work and project management;
- Computer applications including but not limited to word processing, spreadsheets and presentation software;
- Research techniques;
- Town policies and department operating protocols.

Skills and Abilities to:

- Organize, plan, schedule and execute work to meet deadlines;
- Communicate effectively both orally and in writing;
- Perform administrative support work using independent judgment;
- Prepare and proofread written and electronic information for public dissemination;
- Explain and demonstrate emergency preparedness ;
- Make recommendations in accordance with laws, regulations and policies;
- Establish and maintain effective working relationships.

PHYSICAL DEMANDS

May require occasional lifting, carrying or moving objects up to 30 pounds. Employees must be able to maintain physical condition necessary for sitting and standing for extended periods of time; some walking, reaching, twisting, turning and stooping; maintain concentration and the capability to make sound decisions; maintain effective audio/visual discrimination and perception to the degree necessary for the successful completion of assigned duties.

WORK ENVIRONMENT

Employee works indoors in an office environment in direct contact with other Town personnel and the public.

Representation: Mgmt At-Will (Unrepresented)	EEOC Category: Administrative	FLSA: Exempt
History July 2011: Class established		