

CSC Adopted: April 2003, CSC Revised: May 2006

Class Title: **Neighborhood Development Specialist**

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Work involves coordinating neighborhood related programs and activities, representing the City to neighborhood groups and community organizations, identifying community issues, designing neighborhood plans, and implementing solutions. Facilitates cooperation between service agencies/community groups and the City administration. Designs programs and services to support civic league initiatives for neighborhood development.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	S	Coordinates the neighborhood liaison process by insuring frequent communication with community representatives and City departments concerning neighborhood plans and the planning process. Coordinates the development of neighborhood action plans to ensure work quality, evaluate progress, recommend changes, identify problem areas, and evaluate success. Meets with neighborhood groups to discuss existing plans and develop new plans. Advises neighborhood groups on what resources are available from City departments, other jurisdictions, other neighborhood groups, foundations, etc. to meet a particular need and assists in obtaining those resources.
2	S	Develops contracts between the City and neighborhood groups to ensure the proposed activities are appropriate and have adequate funding. Writes or reviews contracts regarding programs or technical assistance that will be funded by the City.
3	S	Monitors City funded and neighborhood programs to determine compliance with neighborhood action plans, and to identify opportunities for refinement or improvement. Monitors contracts after they are approved to ensure required work is done.
4	S	Collects and analyzes information on neighborhood and group trends. Generates queries and reports from database(s) to provide needed information.
5	S	Develops training curriculum and materials to present to staff and community representatives based on identified needs. Develops and evaluates course curricula, recruits facilitators, and responds to inquiries for the City's Neighborhood University program. Writes reports, letters, memos and program descriptions. Writes procedures, guidelines, and manuals. Provides information on the planning process
6	S	Drafts project budgets for expenditures from City funded programs and/or verifies appropriateness of expenditures in vouchers. Recommends refunding or other extension actions of City funded agency or neighborhood programs based on criteria such as objectives, accomplishments, and compliance with agreements.

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CLASS REQUIREMENTS:

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Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a bachelor's degree or equivalent.
Experience	One-year experience in the planning and delivery of public or community based programs or services.
Certifications and Other Requirements	Valid driver's license
Reading	Work requires the ability to read reports, correspondence, and general business documents.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division as well as calculate percentages.
Writing	Work requires the ability to write memos and other documentation.
Managerial	Managerial responsibilities include prioritizing work to meet deadlines.
Budget Responsibility	N/A
Supervisory / Organizational Control	Job has no responsibility for the direction or supervision of staff.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the city, which may be involved in decision making or providing approval or decision making authority for purchases or projects. Extensive contact with citizens and community groups.

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OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time		L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Fax, filing, inventory
Sitting	F	Computer, desk work, filing
Walking	O	Fax, filing, inventory
Lifting	R	Office supplies, inventory, files, books, manuals
Carrying	R	Office supplies, inventory, files, books, manuals
Pushing/Pulling	R	Inventory, filing
Reaching	R	Inventory, filing
Handling	R	Office supplies, inventory, files, books, manuals
Fine Dexterity	C	Computer keyboard, calculator, writing
Kneeling	R	Inventory, filing
Crouching	R	Inventory, filing
Crawling	N	
Bending	R	Inventory, filing
Twisting	R	To/from computer
Climbing	N	
Balancing	R	Inventory, filing
Vision	C	Computer, desk work, reading, writing, filing, use of office equipment
Hearing	C	Telephone, co-workers, staff, supervisor, citizens, community groups
Talking	C	Telephone, co-workers, staff, supervisor, citizens, community groups
Foot Controls	F	Driving
Other (specify)	N	

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, printer, fax machine, copy machine, telephone, calculator, Standard Microsoft Windows and Office software.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	M
Chemical Hazards	N	Extreme Temperatures	S
Electrical Hazards	N	Noise and Vibration	S
Fire Hazards	N	Fumes and Odors	S
Explosives	N	Wetness/Humidity	S
Communicable Diseases	N	Darkness or Poor Lighting	S
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 3 below)	N

- (3)