

Class Title: Senior Neighborhood Development Specialist

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Work involves coordinating neighborhood related programs and activities, and representing the City to neighborhood groups and community organizations while assisting in identifying problems and designing and implementing solutions. Maintains liaison with City departments and community groups in order to coordinate, monitor, implement, and review programs.

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 | Plans and directs the implementation of programs. Coordinates funding, advertising, community involvement, resources, and other commitments. Originates and develops ideas for programs with City departments, community and neighborhood input, and in accordance with needs, laws, regulations, policies, issues and resources. Identifies problems and recommends changes in current and proposed programs. Coordinates the development of neighborhood action plans to ensure work quality, assess progress, recommend changes, identify problem areas, and evaluate success. Coordinates participation of multiple City departments when they are involved in a community |
| 2 | S | Monitors City funded or neighborhood programs to determine compliance with neighborhood action plans, and to identify opportunities for continuous improvement. Monitors contracts after they are approved to ensure that required work is done. |
| 3 | S | Collects and analyzes information, and reports and makes recommendations on neighborhood and group trends. Writes and reviews contract specifications and proposals to ensure quality and consistency with regulations. Writes reports, project proposals, letters, memos, and program descriptions to provide information, recommendations, or documentation. |
| 4 | S | Leads, facilitates, and participates in group discussions regarding neighborhood issues, program planning, or prioritizing. Resolves conflicts between groups by developing a mutually acceptable solution for all involved parties. Provides information on neighborhood related programs and activities. Makes referrals to other City departments or community organizations. |
| 5 | S | Drafts and prepares budget for new programs, projects or events to forecast funding needs. Verifies the appropriateness of expenditures in vouchers. |
| 6 | S | Conducts training needs assessments to identify areas in which training is needed. Develops training curricula and materials based on identified needs. |
| 7 | S | Represents the City on a variety of community boards and foundations. |

CLASS REQUIREMENTS:

| CLASS REQUIREMENTS | |
|--|---|
| Formal Education / Knowledge | Work requires broad knowledge in a general professional field. Knowledge is normally acquired through four years of college resulting in a bachelor's degree in liberal arts or equivalent. |
| Experience | Three years experience in 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 coordinating the work of various community groups, businesses and city staff and moderating and leading neighborhood task force groups on specific. |
| Budget Responsibility | N/A |
| Supervisory / Organizational Control | Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work. |
| Complexity | Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment. |
| 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. |

CSC Adopted: May 2006, CSC Revised: _____

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. |
|--|--|--|--|----------------------------|

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 | |

CSC Adopted: May 2006, CSC Revised: _____

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 |
|-----------|----------------------------|-----------------------------|----------------|-----------|

| 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:

| | | | | |
|---|---|---|---------------------------------------|-------------------------|
| 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. |
|---|---|---|---------------------------------------|-------------------------|

| 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)