

CITY OF FRESNO

150075

COMMUNITY COORDINATOR

DEFINITION

Under general supervision, performs public relations and community contact duties; coordinates special events; conducts special studies and provides administrative assistance within a department /division setting.

SUPERVISION RECEIVED/EXERCISED

Receives general supervision from a department head or division manager. May exercise supervision over program, operations or line staff.

DISTINGUISHING CHARACTERISTICS

Community Coordinator performs specific assignments in such areas as public relations, program development and operation, and coordinates special events and projects. Incumbents must demonstrate initiative, tact, and sensitivity to the diverse needs of a pluralistic population, and must be able to communicate effectively with diverse groups within the City. This is an unclassified position in which the incumbent serves at the will of the department head.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

(May include, but are not limited to, the following:)

Contacts citizens; works with the public to determine desired services.

Meets with persons and groups in the community to seek solutions to problems.

Works with governmental and other agencies to secure services for City residents.

Organizes citizen participation activities.

Assists in the review and analyses of City procedures and practices, which affect citizens of Fresno; drafts recommendations to appropriate City staff as required.

May act as a facilitator to assist individuals or organizations in reaching formal or informal settlements of disputes.

May represent the City at meetings of various community groups or organizations and City departments to coordinate services or plan special events or functions.

Performs special assignments upon request.

Develops and coordinates special events to enhance community awareness of City services; informs City residents of available public and private services; coordinates activities with other City divisions, departments, and public and private agencies.

May plan, coordinate, assign, participate in, direct, schedule and evaluate the day-to-day work activities and performance of lower level staff and provide training.

Ensures adherence to policies, procedures, rules, regulations, work methods and safety practices; ensures compliance with local, state and federal statutes, rules and regulations.

Prepares or directs the preparation of necessary reports, logs, memoranda, correspondence and other data.

Assists and participates in goal setting, budgeting, strategic planning and organizational development; may identify barriers to goal achievement; recommend and implement solutions.

May assist in the coordination and set-up of department, division or community presentations.

May be required to work evenings, weekends and holidays.

Performs other associated duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Local government structure and procedure.

Media operations and their effective utilization.

Principles and practices of group and intergroup communications, social conditions, and ethnic cultures.

Contemporary management practices.

Skills to:

Think critically and analytically.

Ability to:

Establish and maintain effective working relationships with groups and individuals from diverse ethnic/racial groups, groups and organizations, and City officials regarding various issues; work effectively with local media representatives, advertisers, and related businesses.

Communicate effectively, clearly, concisely and persuasively in writing and orally.

Organize and implement special events.

Use computer technology proficiently.

MINIMUM QUALIFICATIONS

Experience:

Two years of administrative support experience which emphasized public and community relations. Additional years of qualifying experience may be substituted for the required education on a year-for-year basis.

Education:

Graduation from an accredited college or university with a Bachelor's Degree with major course work in public administration, political science, business administration, mass communications or related field.

Special Requirements:

Possession of a valid California Driver License may be required at time of appointment.

The ability to speak, read, and write a designated foreign language may be required when community needs dictate.

APPROVED: (Signature on File)
Director of Personnel Services

DATE: 03/21/2006