

COMMUNITY RESOURCES COORDINATOR

Definition:

Under direction, perform professional and technical work of considerable difficulty in planning, developing, and coordinating implementation of an integrated community resources mobilization program. Provide oversight to the City's Volunteer Program; and do related work as required.

Examples of Duties:

Investigate, interpret, analyze, recommend and initiate new community partnerships and programs intended to mobilize City and community assets around community needs. Represent the City with community groups, nonprofit organizations, educational institutions, businesses, and county and state government as appropriate to foster cross-sector community collaborations. Identify, mobilize, and maximize application of community resources to meet City needs. Serve as a liaison, facilitator, and catalyst in organizing City and community programs. Function as a resource for City departments for developing collaborations and linking to community resources. Identify and pursue funding strategies such as grants and in-kind resources in pursuit of program objectives. Facilitate coordination between City departments pursuing similar efforts.

Provide oversight to the Citywide volunteer program, including liaison with community organizations, schools, and other government programs. Provide training and consultation to City staff on issues relating to volunteer management and community engagement and work with departments to develop and expand volunteer opportunities. Assume overall responsibility for recommending and maintaining City volunteer policies and procedures, and sets goals and direction for the program.

Prepare and monitor budget and prepare oral and written reports as necessary. Monitor, assess and evaluate effectiveness of community mobilization and volunteer programs. Supervise and evaluate subordinate employees and volunteers as appropriate.

Employment Standards:

Education and Experience: Combination equivalent to graduation from college with a degree in public administration, business administration, communications, marketing, social services, social work, public relations, or a related field, and 4 years experience in

community organizing, social services, or volunteer management. A Master's Degree in a related field may be substituted for one year of required experience.

Knowledge and Abilities:

Knowledge of modern principles of organization, administration, and management; principles, techniques, and methods of community development, volunteer management, marketing, and community relations; methods of preparing informational materials and disseminating them through appropriate media; organization and function of Federal, State, and local governments; basic research and analysis methodology and techniques.

Ability to utilize considerable judgement, discretion, and initiative in carrying out day-to-day responsibilities; speak and represent the City effectively before a wide range of public and private organizations and officials and media representatives; write effectively and edit the written work of others; work closely and effectively with City employees, members of the public, and other organizations; plan and coordinate City and community events; problem solve and pursue community goals in a collaborative and team environment; competently use still photography equipment, personal computers, and contemporary word processing, spreadsheet, and desktop publishing software; facilitate the use of modern communications technologies in accomplishing the work program for this position. Experience in video production and Web publishing is highly desired.

License(s) or Certificate(s): Must possess a valid California Driver's License upon appointment and have an acceptable driving record.

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