



NEIGHBORHOOD SERVICES PROGRAM COORDINATOR

DEFINITION

Under general supervision, develops and implements outreach and training programs and classes to for the Monrovia Area Partnership Program; works with city departments and community groups; coordinates administration processing of the Community Development Block Grant (CDBG) program.

SUPERVISION EXERCISED

None

EXAMPLES OF DUTIES

Duties may include but are not limited to:

Answer inquiries from the public, both in person and over the phone, providing information regarding various city functions, policies, procedures and programs.

Research a variety of information sources gathering information from other cities and agencies for MAP development.

Prepare policies, procedures, forms and practices to improve operations and efficiencies.

Coordinates the City's CDBG program, by preparing, reviewing and verifying applications and documents related to CDBG.

Plan, coordinate, improve, implement and teach Youth Leadership Academy, MAP Leadership Academy, Neighborhood Leadership Program, annual MAP Neighborhood Conference, Neighborhood movie nights, quarterly MAP-ED meetings and related meetings and programs.

Prepare marketing and public information materials and displays.

Write letters, policies, memos, speeches, press releases and related documents.

Provide information for city website and social media.

Perform related duties as assigned.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

Principles of program development and outreach.

Techniques used in working with community groups and organizations.

Ability and Skill to:

Plan, coordinate and conduct complex community outreach programs.

Follow direction and policies with minimal supervision.

Communicate clearly both orally and in writing.

Establish and maintain effective working relationships with staff, the City Council, City Manager and the public.

Perform duties of an emergency worker in the event of a natural or other disaster.

QUALIFICATIONS

Any combination of education and experience that would provide the required knowledge, abilities and skills is qualifying. A typical way to obtain the qualifications would be:

BA/BS in public administration, communications or related field and (3) years' experience in community outreach and program development. Bi-lingual skills desirable.

LICENSE OR CERTIFICATE

Must possess or have the ability to obtain an appropriate CA DL and a satisfactory driving record; American Red Cross certifications in C.P.R./ First Aid and Automated External Defibrillator (AED) Essentials.

ESSENTIAL JOB FUNCTIONS/A.D.A

Ability to operate computer, calculator, telephone, portable radio, copying machine and cash register

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person



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Ability to prepare reports, perform mathematical calculations, count money and sort/file documents

Ability to sit for two hours at a time

Ability to lift up to 15 pounds

Ability to climb a footstool or ladder for the purposes of retrieving records

Ability to get from one location to another in the course of doing business

