

## COMMUNITY SERVICES SPECIALIST

### DEFINITION

Develops, promotes, implements, directs and evaluates a major community services project or a diversified community services program of limited scope and size.

### TYPICAL DUTIES

- Provides project administration with technical and professional expertise on matters related to assigned project responsibilities.
- Gathers and analyzes a variety of data related to community needs and interests and develops innovative programs and activities based on these analyses.
- Establishes operational policies and procedures of assigned program or project.
- Coordinates community services projects and activities with existing programs and services.
- Estimates and justifies financial, staffing, facilities, and equipment requirements based on project needs and available resources and controls expenditures for projects and activities.
- Gathers and analyzes a variety of data related to the community such as community member interest, needs, cultural, educational, social backgrounds, and physical constitutions.
- Interfaces with leaders, organizations, and public agencies of the community to promote college's community service programs.
- Attends and participates in project-related community activities and professional conferences and meetings dealing with community services projects.
- Coordinates the scheduling of classes of assigned program.
- Coordinates on-and-off campus activities for assigned program or project.
- Assist with program budget preparation and maintenance of budget balances, records, and statements.
- Prepares news releases, catalogues, brochures, and public service announcements to promote programs.
- Prepares correspondence, comprehensive reports, and presentations related to the assigned community project and/or program.
- Negotiates and prepares contracts for the lease of various facilities.
- Recruits, trains, and supervises assigned personnel.
- Supervises and participates in the maintenance of program files and records.
- Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

A **Community Services Specialist** possesses technical and professional expertise in one or more of the subjects which constitute a community services based project and is responsible for the formulation, promotion, implementation, and evaluation of a major community services project or of a diversified community services program of limited scope and size.

## DISTINGUISHING CHARACTERISTICS (Cont.)

A **Community Services Manager** plans, develops, promotes, implements, manages and evaluates a large diversified community services program of recreational, cultural, non-credit educational, and special interest courses, activities, and events for a college.

A **Community Services Assistant** performs duties related to the development, promotion, coordination, and evaluation of a community program or service. A thorough knowledge of program policies, goals, and procedures is continuously applied in performing the duties of the class.

## SUPERVISION

General supervision is received from a classified or academic supervisor. Immediate supervision is exercised over community services instructors, lower-level community services personnel, clerical personnel, student employees, and other unclassified personnel assigned to the project and/or program.

## CLASS QUALIFICATIONS

### Knowledge of:

- Current trends in the design, implementation, and evaluation of a community oriented projects and services
- Mission, objectives, and goals of assigned program
- Principles of business and personnel management
- Fundamentals of budgetary preparation and control
- Principles and techniques of research
- Methods of statistical analysis and presentation
- Interests and needs of wide variety of community members including minorities, the elderly, people with disabilities, and young people.
- Federal, state and local laws, rules and District administrative regulations and policies governing community services
- Community resources and organizations
- Marketing and public relations methods and techniques
- Educational and vocational advisory techniques
- Organization and management of records
- Principles of supervision and training
- Capabilities of computer applications, systems, and hardware common to the management of community services

### Ability to:

- Independently formulate and coordinate a community services programs of limited scope or facets of a major community services project
- Develop innovative programs and services to meet diverse needs and interests of the community
- Establish realistic program goals and evaluate program results
- Analyze problems accurately and take appropriate action

Ability to: (Cont.)

Gather and analyze data pertaining to assigned project and/or program  
Deal effectively and tactfully with personnel of the District and representatives of the community  
Effectively handle diverse interpersonal and inter-group relationships  
Supervise, train, and coordinate assigned personnel  
Prepare clear, comprehensive and accurate reports, presentations, and publicity materials  
Learn specialized computer applications

ENTRANCE QUALIFICATIONS

Education and Experience:

Graduation from a recognized four-year college or university preferably with a major in recreation, business administration, education, or a closely related field **AND** two years of full-time paid experience with a community recreational, cultural, educational or special interest oriented program which included extensive public involvement and participation in at least three of the following areas: program development, promotion, implementation, coordination, and evaluation.

Special:

A valid California class "C" driver's license.  
Access to an automobile.