

City of Salem
CLASS SPECIFICATION

CLASS. TITLE: Community and Youth Development CLASS. CODE: 0333
Supervisor
DEPARTMENT: Community Services FLSA: E
REPORTS TO: Community Resources Recreation DATE: 7/1/2002
Manager

Job Summary:

Manages the City of Salem's community and youth development efforts as well as outreach programs. Work involves planning, developing, coordinating, evaluating and supervising all aspects of activities within multiple major program areas; supervises career level staff; develops general policy guidelines and recommends City policy; develops and administers section budgets with multiple funding sources. Designs and implements master plans; represents the Department on policy matters and other issues.

Essential Job Functions

(All functions may not be performed by all incumbents.)

1. Provides professional leadership, direction, and oversight of the Division's Neighborhood Association Support Services, Youth Development and Prevention Programs, and Neighborhood Response Effort.
2. Researches, analyzes and evaluates service delivery methods; ensures effective use of volunteers, interagency partnerships, and staff; ensures use of employee and participant safety procedures, and operating within community governance philosophy.
3. Oversees and manages the coordination of a wide variety of educational, recreational, developmental, informational, and social programs, as well as referral and outreach efforts; develops and administers multiple contracts and agreements; serves as community liaison; fields public complaints and performs follow-up to resolve matters.
4. Designs, implements and evaluates specific program(s) master plans.
5. Provides professional leadership, direction and oversight of the multiple sections' general administrative duties, legal agreements, staff reports, volunteer management, web page, integrated databases, public information, and, inter-departmental and public relations.
6. Ensures safe operations, program compliance with all regulations and fiscal requirements, and high-quality customer service delivery; elicits community and organization support; prepares and administers complex budgets.
7. Develops and administers policy concerning program and/or facility management.
8. Recommends and interprets City policy concerning community development, youth development and prevention of adolescent problem behaviors.
9. Manages, directs, assigns and coordinates work of supervisory, professional, support staff and volunteers; manages and participates in development and implementation of goals, objectives, policies and priorities; recommends services and staffing levels, policies and procedures; assesses and monitors staff work loads; selects, trains, motivates and evaluates multiple sections' personnel, works with employees to improve deficiencies; conducts formal performance evaluations; implements disciplines and termination procedures.
10. Develops written reports including status reports, annual reports, policy recommendations and other decision reports for advisory boards, commissions, City Council and the public. Presents research and analyzes financial statistical,

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- and anecdotal data in reports.
11. Creates and sustains many community partnerships, designs broad-based collaborative approaches to effectively address community issues and foster civic engagement.
 12. Participates in and supports professional staff involvement in inter-jurisdictional groups/partnerships, community coalitions and neighborhood associations to develop strategic alliances and build civic energy.
 13. Prepares or assists in preparing the annual budget for all cost centers within the Division.
 14. Develops and administers multiple sections' budgets including general fund, government grants, private foundations, corporate sponsorships and civic contributions, as well as in-kind contributions of materials, services, professional staff time and volunteer labor.
 15. Seeks and secures funding for multiple sections' efforts, including federal, state, and local grants, foundations, business sponsors, agency partnerships and civic contributions.
 16. Provides staff support and leadership to the Salem Youth Advisory Commission and other City boards, commissions, task forces and other policy making and advisory groups.
 17. Represents the City and/or Departments on coalitions, boards and advisory groups.
 18. Promotes programs and its partners to the Salem community at large, developing community understanding and participation in programs and services, and interfaces with a wide variety of civic groups, non-profits, businesses, and other governmental agencies to enhance and sustain current programs.
 19. Develops and writes Requests for Proposals for projects. Negotiates, prepares and administers contracts with partners and vendors.
 20. Serves as team leader in the development of a capitalized improvement project and secures funding.
 21. Serves as the Division's Financial Integrated Management Systems Coordinator.
 22. Serves as Editor for the Community Resources Guide/City of Salem Newsletter, Department Web Page, other major public information tools.
 23. Administers the City/School Cooperative Use Agreements as they relate to Salem-Keizer School District and City facilities.

Important Job Functions

1. Responds to public inquiries, requests for information, resource referral, facilitation, technical assistance, and problem solving.
2. Provides media information such as press releases on major issues, response to reporters, interview, etc.
3. Serves as Fixed Asset Inventory Coordinator for various facilities.
4. Coordinates the volunteer mobilization of the City's Emergency Operations Plan, and works with supervisory staff to develop and implement the Department's Emergency Operations Plan.
5. Prepares and provides public education and specialty workshops and seminars on a variety of topics.
6. Attends meetings and various training seminars and conferences as required.
7. Performs other duties as required by supervisor.

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MATERIAL AND EQUIPMENT USED:

- Desktop computer, printers, scanner
- Automobile
- Digital camera
- Calculator
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited college or university in recreation, public administration, organizational development, youth development, recreation, education or a related field; and,

Seven (7) to (10) years of experience in a related field; or,

Any combination of education, experience and training which provides the required knowledge, skills, and abilities to perform the essential functions of the class.

License(s) and Certification(s):

- Oregon Class C Driver's License required
- Community Facilitation Certification
- Hazardous Materials Awareness and First Responder Certification (only as a City of Salem standard for all employees)

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Various public services including program administration and management, implementation and service delivery, evaluation and quality assurance.
- Government budgeting, accounting and purchasing systems.
- Principles and practices of public administration, youth development, prevention, and the philosophies and objectives of community building.
- Principles of community governance and community engagement.
- Project management.
- Organizational development, principles of community mobilization and mediation techniques.
- Social services, human rights, group process and neighborhood services.
- Fund raising techniques, marketing strategies and grant writing
- Contemporary office practices and procedures and basic office software products.

Ability to:

- Communicate effectively verbally and in writing to a wide range of individuals.
- Demonstrate skills in verbal and written communication, including presenting to policy groups and the public.
- Organize, plan, and manage diverse and heavy workloads and time lines.
- Portray skill in interviewing techniques for personnel issues, program partnerships, and program recipients.
- Strategically plan and analyze complex community issues.

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- Speak and present effectively in front of large groups.
- Work independently and make decisions with minimal supervision.
- Comprehend and apply concepts for enhancement and efficiency of department and general operations.
- Establish and maintain effective working relationships with individuals, coworkers, other agencies and the public.
- Develop and execute a year-round range of recreation services in area of responsibility.
- Coach, manage and supervise staff, provide team leadership, build consensus among diverse stakeholders, and facilitate meetings and decision making processes.
- Develop, recommend and implement a productive course of action.
- Work indoors and outdoors, possibly in inclement weather conditions.
- Maintain required work hours and attendance.

Physically able to:

- Sit, keyboard, write, hear and speak for extended periods.
- Stand frequently for extended periods.
- Bend, kneel, stoop or climb.
- Lift up to 20 pounds.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.