

**CITY OF SALEM
COMMUNITY SERVICES COUNSELOR I**

**00164
20164
50164**

NATURE OF WORK

This is professional work involving coordination between city government and citizen groups or community outreach work.

Work involves responsibility for providing resource information to citizens, liaison to city government, community problem solving, and working with community organizations. This is not a full supervisory classification, but work direction of others or training of others may be expected of this classification.

The work of this classification differs from that of the Community Services Counselor II by the absence of on-going authority to develop programs to meet community needs, and the administer programs once developed. The classification differs from other supervisory classifications by the absence of the requirement to supervise others including hiring, firing, responding to greivances, etc. and the absence of authority over delivery of an overall unit of City service.

ILLUSTRATIVE EXAMPLES OF WORK

(Any single position of a class will not usually involve all of the essential duties listed and many positions will involve esential duties which are not listed.)

Does outreach work to citizens in order to provide information on specific programs of the City.

Acts as liaison between citizen groups and city government including City departments, City Council, and advisory boards and commissions.

Provides administrative support to neighborhood groups in agenda building, developing meeting notices and newsletters, and in maintain permanent records.

Provides information to neighborhood associations on programs and decision-making processes in such areas as land use, transportation, social services, parks and recreation, police, and public safety.

Familiarizes neighborhood associations in methods and techniques to effectively communicate neighborhood recommendations to governmental officials.

Provides technical assistance to other City staff in communicating with neighborhood recommendations to governmental officials.

Provides technical assistance to other City staff in communicating with neighborhood groups and on citizen involvement techniques.

Performs other related work as required.

WORK QUALIFICATIONS

Graduation from a four-year college or university with a major in the social sciences or any equivalent combination of experience or training which provides the following knowledges, skills, and abilities:

Considerable knowledge and ability in the area of written and verbal communication and ability to make group presentations.

Knowledge of community organizing, group process, and effective citizen participation techniques.

Knowledge of governmental structure and decision-making processes.

Knowledge of planning and problem-solving methodologies.

Ability to relate to wide range of interest groups and individuals.

Ability to work well and coordinate with other agencies, city departments, and decision-making bodies.

Some positions may require possession of a valid Oregon driver's license or Class C license and the ability to meet City driving standards.

Work primarily occurs in an office setting, but evening, early morning meetings are a routine part of this work. Work involves a variety of public contacts, last minute deadlines, preparing a variety of written documents. Work requires traveling from site to site to attend multiple meetings during an average work day, and sufficient interpersonal skills to gain cooperation and active participation from a variety of individuals.

Personnel Director

