

**CITY OF SALEM  
COMMUNITY SERVICES ADMINISTRATOR**

**00168  
30168  
50168**

**NATURE OF WORK**

This is professional administrative and supervisory work in citizen involvement, human rights, and social services. Work involves the administrative coordination of a staff whose activities include: providing assistance to neighborhood associations, conducting citizen involvement activities, administering social service contracts, networking with social service agencies, administering complaints alleging human rights violations, assisting with organizing education opportunities on human rights issues, providing support to the City's affirmative action program. The incumbent provides advice, support, and counsel to public officials, committees, and groups on citizen involvement, social services, and human rights. Work is conducted under the supervision of the Community Development Director.

**ILLUSTRATIVE EXAMPLES OF WORK**

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

Plans and organizes the activities of community services counselors in providing staff support to neighborhood associations, conducting citizen involvement activities, and training programs for citizens; and of the administrative assistant in providing staff support to the Human Rights and Social Service Commissions.

Supervises the administration of the social service contacts. Ensures the proper handling of discrimination complaints. Ensures the publication of neighborhood association newsletters with the City's policies and legal responsibilities.

Assumes a leadership position in coordinating studies of specific issues and in preparing proposals and work programs addressing difficult social service, human rights, or social service issues. Work may involve coordination with other public or non-profit agencies.

Assists in resolving complex problems and issues.

Conducts outreach and training for the City's Affirmative Action program; assists with investigation of discrimination complaints when needed; provides liaison with Human Rights Commission.

Hires and trains staff and evaluates employee performance.

Performs administrative tasks including program and budget preparation; program evaluation and budget control. Assists with coordination of budget submittals within the Department as a whole.

Coordinates the purchase, installation, and problem solving of computers within the Department.

Conducts policy analysis and review on issues related to citizen involvement, social services and human rights. Prepares reports to the City Council and/or appropriate City commissions.

Performs other related work as required.

**WORK QUALIFICATIONS**

Progressively responsible supervisory experience; graduation from a four-year college or university with major course work in a social service field, public administration, or related field, or any equivalent combination of experience and training which provides the following knowledges, skills, and abilities:

Thorough knowledge of citizen involvement techniques, group process, governmental decision making procedures.

Considerable knowledge and ability in the planning process.

Considerable knowledge and ability at working with and organizing citizen groups.

Considerable knowledge of the basic principles of supervision.

Knowledge of Equal Employment Opportunity Law, Title IV of Civil Rights Act, and Age Discrimination Act of 1967.

Considerable ability to communicate effectively, both orally and in writing.

Considerable ability to meet and work with City personnel, other public officials, and the general public and to maintain good public relations.

Considerable ability to plan, organize, and direct a range of support and staff operations, including the direction and coordination of subordinate supervisors.

Ability to present policy findings and other recommendations effectively, both orally and in writing.

Ability to prepare and control budgets.

Some positions may require possession of a valid Oregon driver's license or Class 4 license and the ability to meet City driving standards.