

SENIOR COMMUNITY OUTREACH ORGANIZER

DEFINITION

Supervises a team of Community Outreach Organizers responsible for engaging the different sectors of the community, school administrators, elected officials, regulatory agencies, and the Board of Education in the process of construction and modernization projects, as well as programs and initiatives of the Facilities Services Division.

TYPICAL DUTIES

- Supervises, guides, leads, reviews, and participates in the activities of a team of Community Outreach Organizers.
- Develops community outreach strategic plans for assigned projects and supervises the implementation of such plans by Community Outreach Organizers.
- Receives community inquiries, assigns follow-up, coordinates, and oversees the preparation of reports responding to inquiries.
- Provides information and supervises the dissemination of information to the different sectors of the affected community regarding Facilities Services Division's construction and modernization projects, programs and initiatives.
- Works closely with various Facilities Services Division departments to obtain relevant information and communicate it clearly to the community, elected officials, and government agencies.
- Coordinates and monitors team calendars of community meetings and special events.
- Schedules, coordinates, organizes and attends outreach activities such as community meetings and events throughout the District to engage and inform the community regarding Facilities Services Division's construction and modernization projects, programs and initiatives.
- Determines the priority of community and elected official contacts.
- Coordinates and reviews the maintenance of team project files and contact databases.
- Coordinates the assembling of reports for the Board of Education, and Bond Oversight Committee meetings.
- Recommends Community Outreach policy and procedural changes, programs, and activities.
- Advises on and reviews community outreach strategic plans developed by Community Outreach Organizers.
- Supervises and assists team members with preparing written translations of outreach materials for use by the community.
- Analyzes and interprets provisions of federal, State, and other applicable laws, regulations, rules, and codes pertaining to community outreach.
- Conducts in-service training programs related to community outreach.
- Evaluates staff performance and conducts progressive discipline procedures when needed.
- Interprets and applies provisions of collective bargaining agreements.
- Acts in place of higher-level managers in case of absence.
- May transport presentation materials and equipment as necessary.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Senior Community Outreach Organizer is responsible for supervising and directing the efforts of a team of Community Outreach Organizers.

The Director of Community Outreach is responsible for formulating community outreach policy and procedure, interfacing with community based organizations, and directing the activities of the Community Outreach Department.

A Community Outreach Organizer is primarily responsible for engaging the different sectors of the community, school administrators, elected officials, regulatory agencies, and the Board of Education in the process of and modernization projects, as well as programs and initiatives of the Facilities Services Division.

SUPERVISION

General supervision is received from the Director of Community Outreach. Supervision is exercised over Community Outreach Organizers and support staff.

CLASS QUALIFICATIONS

Knowledge of:

- Public relations principles
- Current community issues
- Local government structure
- Provisions of federal, State, and other applicable codes pertaining to community outreach
- Principles of organization, personnel management, and progressive disciplinary procedures
- Principles of equal employment opportunity
- Pertinent employee health and safety laws, regulations, and District policies and procedures
- Personal computers and peripheral equipment
- Microsoft Access, Excel, PowerPoint and Word

Ability to:

- Plan, schedule, and coordinate work projects assigned to subordinates
- Recognize, analyze, and deal effectively with problems and issues
- Assimilate information from a variety of sources
- Communicate effectively both orally and in writing
- Work effectively with diverse groups including administrators, other District personnel, and the public
- Organize and prioritize work
- Supervise, direct, train, and evaluate the work of subordinate personnel
- Promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment
- Maintain confidentiality
- Operate a computer and associated peripheral equipment

Special Physical Requirements:

Ability to stand, walk, bend, reach overhead, crouch, kneel, balance, push, pull, and lift up to 25 pounds

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree in public relations, community relations, urban planning, business administration, public administration, or a related field.

Experience:

Three years of experience in a public or private agency performing community outreach activities. Lead or supervisory experience is preferable.

Special:

A valid California Driver License
Use of an automobile
Ability to communicate in Spanish orally and in writing is preferred

SPECIAL NOTES

1. Incumbents in this classification may be required to travel extensively and must be able to work flexible hours including evenings and weekends.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
05-09-16
VR