

ADMINISTRATIVE COMMUNITY RELATIONS SPECIALIST

Duties and Responsibilities

This is a management class of positions, with several assignment levels. All personnel perform related work. The following are typical assignments within this class of positions.

Under general direction, with wide latitude for the exercise of independent judgment and decision, is responsible for planning, developing, coordinating and/or administering programs which promote effective community relations and are responsive to problems in areas such as housing and development, transportation, health and environmental protection; or is responsible for coordinating, evaluating and administering a health education program to meet the needs of poverty area residents; or performs assignments equivalent to those described.

Under general direction, with a minimum of supervision and with wide latitude for the selection of management techniques and the exercise of independent judgment, manages a program involving community organization or development and coordinates its integration with other functions being performed within a large human services agency; or directs a major activity or program of the agency in which a number of diverse or complex functions must be integrated; or performs work requiring outstanding abilities in one of the most complex of specialized, technical or professional fields and which has clear cut policy implications throughout the agency.

Under executive direction, with very wide latitude for the exercise of independent judgment and decision, is responsible for evaluating for quality, effectiveness and meeting of community needs, all programs which deal with matters such as addiction services and police-community relations; or performs assignments equivalent to those described.

ADMINISTRATIVE COMMUNITY RELATIONS SPECIALIST (continued)

Qualification Requirements

1. A baccalaureate degree from an accredited college and four years of full-time community liaison, community organization or community relations experience, at least two years of which must have been in a broad administrative or policy-making capacity with responsibility for planning, organizing, coordinating, developing, evaluating and/or administering a large community service program or activity; or
2. Education and/or experience equivalent to "1" above. However, all candidates must be high school graduates or possess a high school equivalency diploma and have two years of full-time experience in a broad administrative or policy-making capacity as described in "1" above.

Direct Lines of Promotion

From: To Be Determined

To: None