

COMMUNITY OUTREACH COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The incumbent is responsible for the implementation, planning, development, coordination and promotion of quality of life improvement programs for City residents. The incumbent in this position is responsible for promotion, review and evaluation of a variety of cooperative programs between: City of Albany, not-for-profit agencies, businesses and other community groups empowered to serve and protect city residents. The work is performed under general supervision of the Mayor with leeway allowed for the exercise of independent judgment in carrying out details of the work.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Identifies and collaborates with current and potential stakeholders to ensure a multi-agency approach;
- Develops and coordinates implementation and delivery plans for community projects, events and activities consistent with the priorities of the Mayor;
- Works to improve the quality of life of residents by improving safety and addressing citywide problems through targeted efforts;
- Coordinates a program of targeted community activities and events as identified;
- Mobilizes diverse community stakeholders in addressing citywide problems;
- Develops projects in response to the views and life experiences of residents;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of public administration and program development;
- Thorough knowledge of program evaluation and review techniques;
- Thorough knowledge of designing and implementing programs, program management;
- Thorough knowledge of budget management, marketing, reporting and a fundamental understanding of implementing a community-based outcome strategy;
- Excellent oral, written and interpersonal skills;
- Ability to plan, promote and coordinate community programs;
- Ability to meet with the public and deal effectively with various community groups;
- Good judgment;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Satisfactory experience with community organizations.

NOTE: Position may require Saturday, Sunday, and holiday hours and/or work assignments during the day, evening and night.