CLASS TITLE: COMMUNITY SERVICES SPECIALIST

BASIC FUNCTION:

Under the direction of an assigned supervisor, plan, coordinate, organize and schedule the District short term, non-credit and fee-based classes, seminars and events; coordinate and oversee the use of District facilities for community organization.

REPRESENTATIVE DUTIES:

Plan, coordinate, organize and schedule the District short term, non-credit and fee-based classes, seminars and events; provide information to instructors related to program activities, requirements and procedures. E

Communicate with instructors to set up dates, times, fees description of classes, materials and other special requirements. E

Prepare facilities for classes; coordinate times and classrooms available; arrange for local and outside facilities as necessary. E

Coordinate and oversee the use of District facilities for community organization, meeting and other activities; provide information related to facility use procedures and fees. E

Prepare and compile information related to facilities use; assure compliance to District policies and procedures; prepare request forms and submit to appropriate personnel. E

Calculate instructor pay according to established procedures; monitor requests for payment for advertising, rentals, supply orders and others; assure compliance and payment within budgetary and District requirements. E

Perform a variety of troubleshooting activities related to assigned activities; make changes in class times, rooms, facilities use request and others as appropriate; communicate with students and the public related to program activities. E

Prepare and maintain a variety of records and reports, including student enrollment and class information, facility use and rental fees, advertising information and others. E

Train and provide work direction to assigned staff.

Perform related duties as assigned.

Established October 1997
KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Techniques of effective public relations
- Modern office practices, procedures and equipment
- Record-keeping techniques
- Policies and objectives of assigned program and activities
- Interpersonal skills using tact, patience and courtesy
- Basic budgeting practices regarding monitoring and control
- District organization, operations, policies and objectives
- Oral and written communication skills

ABILITY TO:

- Plan, coordinate, organize and schedule the District short term, non-credit and fee-based classes, seminars and events
- Coordinate and oversee the use of District facilities for community organization
- Compose correspondence and written materials independently
- Read, interpret, apply and explain rules, regulations, policies and procedures
- Maintain records and prepare reports
- Communicate effectively both orally and in writing
- Meet schedules and time lines

EDUCATION AND EXPERIENCE:

Any combination equivalent to: associate's degree with emphasis in business administration, journalism, public relation or related field and two years increasingly responsible experience in a related field involving substantial public contact.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment

PHYSICAL ABILITIES:

- Standing for extended periods of time
- Hearing and speaking to exchange information in person and on the telephone
- Seeing to read and prepare reports
- Dexterity of hands and fingers to operate a computer keyboard