



## NEIGHBORHOOD CONNECTIONS SPECIALIST

**DEPARTMENT:** Human Resources/Neighborhood Connections

### **NATURE OF WORK:**

Performs professional work supporting the Neighborhood Connections Office in making resources available to support neighborhoods and building capacity of citizens to contribute to an improved community. Oversees Neighborhood Connections' marketing, writing, editing, photography, and communications efforts.

Work is performed under the general supervision of the Neighborhood Connections Director.

### **ESSENTIAL FUNCTIONS OF THE JOB:**

Oversees Neighborhood Connections' communications efforts, which includes developing communications plans; writing and compiling correspondence, and supervising a volunteer who mails information to neighborhood contacts each month; e-mailing timely messages; providing Communications Office with information to be posted on SCALA; and writing County News for Neighborhoods.

Develops and implements an overall marketing plan designed to inform the public on all aspects of Neighborhood Connections.

Works closely with the Communications Office to promote and disseminate information to citizens using a variety of mediums.

Writes or provides editorial support for information brochures or newsletters within Neighborhood Connections.

Coordinates photography, interviews and other appropriate publicity at neighborhood events and trainings.

Writes and edits various news releases as assigned.

Oversees content management of Neighborhood Connections' web site and supports development of future web-based initiatives.

Answers phones and assists walk in customers, as needed.

Coordinates with other County departments, outside agencies, local businesses, etc. in supporting partnerships that promote citizens and neighborhoods.

Performs work safely in accordance with departmental safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work conditions or practices to supervisor.

Performs other related duties as assigned.

## **JOB LOCATION AND EQUIPMENT OPERATED:**

Duties are performed primarily in an office setting. Drives personal vehicle to locations throughout the County. Requires some evening and weekend work to attend neighborhood meetings and related County activities. Operates personal computer and standard office equipment.

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of computer operations e.g. WebPages, Word, WordPerfect, Outlook, Excel, Publisher, etc.

Knowledge of methods, techniques, and procedures pertaining to preparation of press releases, promotional brochures, electronic medium, and other informational materials.

Ability to develop and implement a multi-faceted communications plan.

Ability to communicate orally and in writing to express ideas and thoughts clearly, concisely, effectively, and creatively.

Ability to compose correspondence, memoranda, press releases, publications, and promotional materials creatively and independently.

Ability to proof and edit documents.

Ability to work with diverse groups, including co-workers and citizens.

Ability to plan and manage independent work activities with minimal supervision.

Ability to use independent judgment to accomplish assigned duties within established guidelines.

Ability to maintain records and prepare reports from such records.

Ability to develop and maintain effective and goal-focused relationships with staff, agencies, and neighborhood groups.

## **MINIMUM QUALIFICATIONS:**

Bachelor's degree in Communications, Journalism, Marketing or related field; and experience in developing and implementing communication and marketing plans; or any equivalent combination of acceptable education and experience providing the knowledge, skills, and abilities cited above.

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Date: June 2004

# IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title Neighborhood Connections Specialist Position Number 554  
Department Human Resources Division Neighborhood Connections

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

**I. Mental Abilities:** General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- : Ability to understand and follow oral instruction
- : Ability to understand and follow written instruction
- : Ability to guide and/or give instructions
- : Ability to make decisions in accordance with established procedures and policies
- “ Not essential to job function

**II. Verbal Abilities:** Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

**1. Speaking/Talking:**

- : Answering telephone, radio, or switchboard
- : Communicating with County officials
- : Communicating with general public
- : Communicating with vendors
- : Communicating with supervisors and/or with other employees
- “ Communicating with others \_\_\_\_\_
- \_\_\_\_\_
- “ Not essential to job function

**2. Hearing/Listening:**

- : For communication with County officials, public, vendors, supervisors and/or other employees
- “ Not essential to job function

**3. Reading:** (ability to read and understand text)

- : Essential to job function
- “ Not essential to job function

**III. Numerical:** Ability to perform arithmetic operations quickly and accurately.

- : Ability to mentally perform accurate two digit calculations
- : Ability to perform accurate calculations aided by a calculator, adding machine or measurement device

**IV. Spatial Abilities:** Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- : Essential function
- “ Not essential function

**V. Motor Coordination:** Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

**1. Manual Dexterity:** Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li>: Use telephone</li><li>“ Use switchboard</li><li>: Use radio/console</li><li>: Use a calculator</li><li>: Use a copy machine</li><li>: Use a fax machine</li></ul> | <ul style="list-style-type: none"><li>: Manipulate computer keyboard and mouse</li><li>“ Use postage machine</li><li>“ Use hand tools</li><li>“ Use power tools</li><li>“ Other:_____</li><li>“ Not essential to job function</li></ul> |
|---|---|

**2. Finger Dexterity:** Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- : Essential to job function
- ’ Not essential to job function

Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VI. Physical Demands:**

1. **Strength:** The quality, state or property of being strong. The power to withstand strain, force or stress.

Please check (U) in appropriate boxes below.

Ability to manipulate materials and/or equipment (lbs)							Frequency of Manipulation		
	5!	5-10	10-15	15-25	25-50	50%	Occasionally	Frequently	Continuously
<b>Lift</b>			<b>U</b>				<b>U</b>		
<b>Push/Pull</b>			<b>U</b>				<b>U</b>		
<b>Hold/Carry</b>			<b>U</b>				<b>U</b>		

Manipulation done from: : ground to waist " waist level " waist to shoulder " above shoulder  
(Check all that apply)

Not essential to job function: " Lift " Push/Pull " Hold/Carry (Check all that apply)

2. **Climbing:** To move up or mount by using the hands or feet.

<u>Ladders</u>	<u>Stairways</u>	<u>Steps</u>
: Step stool	" 1 flight	" 1-2
" 8' to 10' step ladder	: 2 flights	" 2-3
" Extension ladder	" 3 or more flights	: 3-4
" Other _____	" Other _____	" Other _____
" Not essential to job function	" Not essential to job function	" Not essential to job function

3. **Ability to Stand, Sit, Walk, and Run:**

Please check (U) in appropriate boxes below.

	Duration (hours/day)						Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9%			
<b>Stand</b>	<b>U</b>						<b>U</b>		
<b>Sit</b>			<b>U</b>				<b>U</b>		
<b>Walk</b>		<b>U</b>					<b>U</b>		
<b>Run</b>	<b>U</b>						<b>U</b>		

If walking or running, over what type of terrain? : flat " rough " both

Not essential to job function: " Stand " Sit " Walk " Run (Check all that apply)

**4. Stooping, Kneeling, Crouching, and /or Crawling:**

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

**Daily Amounts**

“ 0-5x                   : 5-20x                   “ 20-50x                   “ 50+x  
 “ Other \_\_\_\_\_ “ Not essential to job function

**5. Reaching, Handling, Fingering, and/or Feeling:**

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

**Daily Amounts**

“ 0-5x                   : 5-20x                   “ 20-50x                   “ 50+x  
 “ Other \_\_\_\_\_ “ Not essential to job function

**6. Seeing: To perceive or comprehend by the sense of sight.**

Essential to job function: These characteristics are necessary (Check all that apply)

- : Peripheral vision
- : Night vision
- : Focus (distinctness or clarity)
- : Color perception (discriminate between colors)
- : Depth perception (determine distance relationship between objects)

**VII. Driving: The ability to transfer or convey in a vehicle.**

<b>Transmission</b>	<b>Standard</b>	<b>Automatic</b>	<b>Multi-Gears</b>
Car	“	:	“
Van	“	:	“
Small Truck	“	“	“
Medium Truck	“	“	“
Large Truck	“	“	“
Truck w/Equipment	“	“	“
Heavy Bus Equipment	“	“	“
Not essential to job function	:	“	:
Other (list) _____			