



## **NEIGHBORHOOD CONNECTIONS DIRECTOR**

**DEPARTMENT:** Community Services/Neighborhood Connections

### **NATURE OF WORK:**

Develops and implements strategies to enable citizens to achieve their community goals. Supervises Neighborhood Connections staff and an interdepartmental team of County representatives to neighborhoods and coordinates all efforts with department managers.

Work is performed under the managerial direction of the Assistant Community Services Manager.

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

Facilitates the formation of partnerships among citizen groups, neighborhood associations, homeowners' associations, other County departments, nonprofit groups, and private corporations to facilitate neighborhoods receiving the services they need.

Helps neighborhoods identify assets and secure resources. Works with neighborhoods and neighborhood leaders, and supervises the interaction of the Neighborhood Connections staff and Liaison Team with neighborhoods.

Maintains an effective liaison relationship with the Board of Supervisors, County Administration, Neighborhood Connections Management Team, neighborhood associations, homeowners' associations, citizen groups, and the business community.

Represents the County in community, regional, and State activities. Identifies and obtains resources on neighborhood empowerment and development activities.

Ensures appropriate training is offered for the employees who serve on the Neighborhood Liaison Teams.

Ensures the distribution of County information to neighborhoods and the publicizing of neighborhood events and accomplishments.

Provides additional support services that further the goals of Neighborhood Connections, including working with other County staff to implement the Citizen Leadership Academy, and developing and overseeing the Neighborhood Connections resources library.

Provides support and coordination to citizen training opportunities such as the Neighborhoods Conference, the Neighborhood Network meetings, and homeowners' association trainings.

Plans and develops strategic and annual goals, objectives, strategies, and measures for the Neighborhood Connections Program.

Promotes and insures proper employee training and compliance with County safety program and departmental safety procedures; ensures that all equipment, materials, and work conditions are adequately maintained to prevent accidents.

Develops and monitors the Neighborhood Connections budget.

Composes and prepares memorandums and correspondence.

Assists in the education of County staff in the philosophy of working with neighborhoods.

Initiates appropriate internal/external communication as necessary.

Maintains contact with the neighborhood outreach programs of other localities as necessary.

Performs work safely in accordance with departmental safety procedures and the County Safety Program.

Operates equipment safely and reports any unsafe work condition or practice to supervisor.

Performs other related duties as required.

Serves as a key worker of the Department's Emergency Response Team.

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

Duties are performed primarily in an office setting. Requires travel to various meeting locations within the County both during and after normal office hours. Operates standard office equipment to include telephone, computer keyboard, and copy machine. Operates audiovisual equipment such as PowerPoint, overhead projector, slide projector, VCR, and monitor.

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

Considerable knowledge of the County and its resources.

Considerable knowledge of effective training practices, methods, and techniques.

Knowledge of techniques to involve and empower others.

Highly skilled as a meeting and group facilitator.

Ability to work under pressure and meet deadlines.

Ability to plan, coordinate, and organize group activities.

Ability to plan strategically, establish priorities, and manage multiple projects.

Ability to plan, supervise, and evaluate the work of others.

Ability to coach and counsel a diverse population.

Ability to use independent judgement to accomplish the assigned duties.

Ability to listen and to communicate effectively both orally and in writing.

Ability to be creative and flexible in approach to accomplishing work.

**MINIMUM QUALIFICATIONS:**

Bachelor's Degree in a relevant field of study such as: planning, community development, public administration and human services; Master's Degree in related field preferred. Considerable experience in the areas of planning, community development, organizational development, communications, training, or related area involving community contact; or any equivalent combination of acceptable education and experience providing the knowledge, skills, and abilities cited above.

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# IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title: Neighborhood Connections Director Position Number: 544  
Department: Community Services 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.

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Use telephone      | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard               | <input type="checkbox"/> Use postage machine                               |
| <input type="checkbox"/> Use radio/console             | <input type="checkbox"/> Use hand tools                                    |
| <input checked="" type="checkbox"/> Use a calculator   | <input type="checkbox"/> Use power tools                                   |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____                                      |
| <input checked="" type="checkbox"/> Use a fax machine  | <input type="checkbox"/> Not essential to job function                     |

**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 (✓) 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>Push/Pull</b>			✓				✓		
<b>Hold/Carry</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>   |
|--|--|--|
| <input checked="" type="checkbox"/> Step stool         | <input type="checkbox"/> 1 flight                      | <input type="checkbox"/> 1-2                           |
| <input type="checkbox"/> 8' to 10' step ladder         | <input checked="" type="checkbox"/> 2 flights          | <input type="checkbox"/> 2-3                           |
| <input type="checkbox"/> Extension ladder              | <input type="checkbox"/> 3 or more flights             | <input checked="" type="checkbox"/> 3-4                |
| <input type="checkbox"/> Other _____                   | <input type="checkbox"/> Other _____                   | <input type="checkbox"/> Other _____                   |
| <input type="checkbox"/> Not essential to job function | <input type="checkbox"/> Not essential to job function | <input type="checkbox"/> Not essential to job function |

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

Please check (✓) 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>Sit</b>			✓				✓		
<b>Walk</b>		✓					✓		
<b>Run</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	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other (list) _____			