



**DEPARTMENT:** Community Services/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. Responsibilities include special event management, community relations, volunteer management, facilitation, and general office duties.

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

**ESSENTIAL FUNCTIONS OF THE JOB:**

Coordinates Neighborhood Connections training programs for County citizens; promotes training events; may develop and deliver training.

Assists with the development and implementation of skill building activities for the Neighborhood liaisons.

Coordinates special events, projects, and meetings.

Oversees the homeowner association training initiative.

Serves as a Neighborhood Liaison, answering questions and offering resources and support to neighborhood contacts or association officers, and attending neighborhood meetings as requested.

Attends neighborhood and Neighborhood Connections events.

Answers phones and assists walk-in customers, as needed.

Works with other County departments, outside agencies, local businesses, etc., to form partnerships to assist citizens and neighborhoods.

Assists with the Department's Emergency Operations duties when necessary.

Practices continuous learning through individual study, classroom training, seminars, and conferences.

Performs work safely in accordance with department safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practice to supervisor.

May be required to report to work to serve customers during emergency conditions. May be assigned to report at a different time and location and to perform different duties as necessary.

Performs related work as required.

**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:**

Ability to work with diverse groups; including coworkers and citizens.

Ability to facilitate meetings and group activities.

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

Ability to develop and present training programs/workshops to diverse groups of community members, leaders, and professionals.

Ability to work with other employees and the general public in an effective and courteous manner.

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 and such records.

**MINIMUM QUALIFICATIONS:**

A Bachelor's Degree in Human Services, Public Relations, Training, or a related field; considerable experience working in a community setting or any equivalent combination of education and experience which provide the required knowledge, skills, and abilities. Excellent planning, organizational, communication, and project management skills necessary.

**NECESSARY SPECIAL QUALIFICATIONS:**

Must possess a valid Virginia Drivers' License.

# IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title: Neighborhood Specialist (Training) Position Number: 554  
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 reason and make judgments
- Ability to understand and follow oral instruction
- Ability to understand and follow written instruction
- 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:

- Answer telephone, radio or switchboard
- Communicating with County officials
- Communicating with public
- Communicating with vendors
- Communicating with supervisors and/or with other employees
- Communicating with others  
\_\_\_\_\_
- \_\_\_\_\_
- Not essential to job functions

## 2. Hearing/Listening:

- Ability to distinguish between different tones
- 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.

**Ladders**

- Step stool
- 8' to 10' step ladder
- Extension ladder
- Other \_\_\_\_\_
- Not essential to job function

**Stairways**

- 1 flight
- 2 flights
- 3 or more flights
- Other \_\_\_\_\_
- Not essential to job function

**Steps**

- 1-2
- 2-3
- 4 or more steps
- Other \_\_\_\_\_
- 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)
- Not essential to job function

**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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (list) _____			