

**CITY OF SALINAS  
NEIGHBORHOOD SERVICES COORDINATOR**

**NEIGHBORHOOD SERVICES COORDINATOR**

**BARGAINING UNIT/CLASS CODE:  
SMEA/C55**

**DEFINITION**

Under general direction, serves as a resource and liaison for neighborhoods by facilitating the development and achievement of neighborhood collaborative problem solving including but not limited to building civic partnerships between City staff, residents, community organizations; engages a variety of City departments and other public agencies in the community empowerment problem solving process; supports and teams with other City staff working on neighborhood issues. Organizes, plans, publicizes, coordinates and conducts outreach programs.

**DISTINGUISHING CHARACTERISTICS**

This is a single position classification. It is characterized by the responsibility to work with neighborhoods and their residents to building community consensus, and by its knowledge of and experience with strategic planning, vision and values, and neighborhood issues. The incumbent has considerable latitude in applying departmental policy, follows general guidelines and professional and administrative standards in accomplishing assignments, and is responsible for planning and organizing his/her own work, developing appropriate programs and seeking direction from and providing recommendations concerning policy and priorities to the Director of Library and Community Services for approval.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Director of Library and Community Services or designee. May exercise general supervision of others, including staff and/or volunteers on a task oriented basis.

**ESSENTIAL JOB FUNCTIONS OF THE POSITION** Duties may include, but are not limited to the following:

Perform a variety of duties related to the volunteer program, which include recruiting, orientation, training, assigning and recognizing volunteers to perform various functions. Work collaboratively with City departments to determine volunteer job assignments. Coordinates and facilitates various activities, programs, and committees in support of the Library and Community Services Neighborhood program. Represents the City and coordinates ongoing relationships between the City and neighborhood groups. Participates in the development of strategies to assist the City and other agencies to work with neighborhoods in planning and implementing projects which will impact the neighborhoods; serves as an advocate for change in order to improve neighborhood quality of life. Facilitates community group efforts to identify issues and neighborhood strengths and weaknesses; participate in developing options for resolution of neighborhood problems. Implements programs to address neighborhood and community issues. Market the City's housing rehabilitation programs. Serves as a resource for neighborhood groups, seeks resident involvement, as partners, in making decisions that affect their neighborhood. Coordinates and/or provides training to develop residents' skills in leadership, team building, collaborative decision making, conflict resolution, issue and interest identification, options development, and group problem solving. Develops and maintains ongoing partnerships with city departments and with community and neighborhood groups; facilitate involvement of City and other agency staff in neighborhood improvement and community building efforts. Assists in building City employees' capacity for engaging with residents, community groups and other agencies in collaborative, creative ways to foster partnerships, and initiative on the part of community groups and residents. Develop effective information and resource sharing between the public, private and non-profit sectors and key constituencies. Identifies City and other resources which can be used in neighborhood problem solving; identify key stakeholders and direct service providers; coordinate neighborhood projects and services across departmental lines and funding sources and between different agencies to ensure success in meeting project goals and timelines. Plans, prepares and schedules community and resident meetings. Researches, reviews and analyzes problems and issues, identifies options and their potential consequences and make recommendations. Prepares analytical and technical reports. Participates in neighborhood work projects and provides a City staff presence at community events. Plans, prepares, and schedules trainings and/or meetings for the community, neighborhood

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**NEIGHBORHOOD SERVICES COORDINATOR (continued)**

required would be any combination equivalent to graduation from an accredited four-year college with a degree in Public Administration, Business Administration, Organizational Development, Communications or a closely related field; and two (2) years increasingly responsible experience involving program coordination and/or management in one of the following areas: community relations, public health, human services, recreation, or community welfare, preferably in a municipal agency OR sixty (60) college related units from an accredited college or university and three (3) years increasingly responsible experience involving program coordination and/or management in one of the following areas: community relations, public health, human services, recreation, or community welfare, preferably in a municipal agency. Bilingual in Spanish and English strongly desired.

Reviewed *Jim Bria*  
Department Director

Approved *[Signature]*  
Human Resources Officer

Approval Date *1-6-16*

ORIG: 7-97, REV: 07-06, REV: 1-16