



City of Watsonville

NEIGHBORHOOD OUTREACH COORDINATOR – BILINGUAL

75% FTE Benefited Position

\$2,497.38- \$3,346.74/Month*

FILING DEADLINE: Open and Continuous Until Filled

Employment Opportunity

“Opportunity Through Diversity; Unity Through Cooperation”

Human Resources
Department
275 Main Street, Suite 400
4th Floor
Watsonville, CA 95076

Phone: 831.768.3020
Job-Line: 831.768.3025
Fax: 831.761.0736

www.cityofwatsonville.org

An employee in this classification works directly with targeted communities to assist them in developing neighborhood improvement programs that support community safety and involvement. Must communicate fluently both in writing and orally in English and Spanish.

Possess excellent interpersonal skills and the ability to facilitate and pursue open and inclusive collaboration amongst peers and community members. Able to facilitate and engage in complex and sensitive neighborhood issues during public meetings while facilitating through conflicts and identifying appropriate resolutions.

Strong organizational and time management skills are required in order to handle multiple projects and tasks. Employee must be available to work evenings and weekends.

DEFINITION

To assist the Neighborhood Services Division Manager in planning, organizing and implementing an effective outreach and neighborhood development model for targeted neighborhoods. Under direction, performs work of considerable difficulty in targeted neighborhoods acting as liaison for the City by working closely with the community, schools, community organizations, public and private agencies in supporting and developing those activities related to the City's Neighborhood Services and associated violence reduction activities. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

Employees in this classification work directly with targeted communities to assist them in developing neighborhood improvement programs and work towards a safe environment by promoting community involvement.

SUPERVISION RECEIVED

Receives general direction from the Neighborhood Services Division Manager.

EXAMPLES OF ESSENTIAL DUTIES: Duties may include, but are not limited to, the following:

- plans, coordinates, promotes, develops, supervises, and evaluates an effective outreach and neighborhood development model for targeted neighborhoods
- establishes and maintains effective working relationships with community groups, local government agencies, and individual neighborhood residents
- identifies, evaluates, and analyzes the needs of a targeted community area through meetings with community members, parents, youth and servicing agencies
- identifies unsafe living conditions and utilizes code enforcement services to assess and rectify dangerous circumstances
- conducts surveys and needs assessments, analyzes the information to assist in developing anti-drug, crime prevention and other programs to meet the needs and interests of the neighborhoods served on a continuing basis
- supports neighborhood residents to resolve neighborhood disputes, grievances and other related social problems
- develops a neighborhood communications system that coordinates safe and healthy on-going relations
- develops neighborhood understanding of how to properly utilize governmental, educational and related social services
- identifies and provides information and referral for needed resources and services in assigned targeted areas
- initiates, develops and maintains effective working relationships with schools, agencies, businesses and community groups. Develops programs which are designed to encourage co-sponsorship and/or collaboration of activities
- coordinates agencies and service providers program activities keeping them informed and actively involved in program formulation
- Monitors projects' budgets and assumes responsibility for setting priorities to meet the needs of the targeted area

- develops and coordinates a volunteer community program in conjunction with community activities
- may supervise neighborhood service centers

EMPLOYMENT STANDARDS

Knowledge of:

- principles of implementing a variety of neighborhood service activities
- principles and practices of working with groups and volunteers
- principles of counseling and guidance
- principles and practices of supervision
- promotions and public relations
- basic accounting and budgeting
- principles and practices of business or public administration
- the availability of local social services agencies as they pertain to housing, medical aid, job training, and counseling services
- basic code enforcement principles

Ability to:

- provide creative leadership in organizing and implementing a neighborhood services program
- communicate with government officials, employees, agency leaders and community volunteers
- relate to individuals of all socioeconomic levels across cultural lines
- speak English/Spanish
- make effective presentations to individuals and groups
- communicate effectively both orally and in writing
- supervise various community programs
- sit at a desk and in meetings for long periods of time
- intermittently twist to reach equipment surrounding desk, and perform simple grasping and fine manipulation
- see adequately to read text, correspondence, and fine print
- use a copy machine, calculator, telephone, and write or use a keyboard
- work indoors using near vision for prolonged periods
- use a telephone
- drive an automobile

TRAINING AND EXPERIENCE:

Any combination of training and experience equivalent to completion of two (2) years of course work at an accredited college or university, including courses in social science and three (3) years of experience in work concerned with the improvement of inter-group relations, delinquency prevention, community welfare, social development or community relations/programs. (There is no substitution for the required experience).

SPECIAL REQUIREMENTS

- must be Bilingual/Biliterate
- must be available to work evenings, weekends, and some holidays, as required

LICENSE

- possession of a valid California Driver's License and a safe driving record

APPLICATION AND TESTING PROCESS

Applications must be submitted to the City of Watsonville Human Resources Office, 275 Main Street, Suite 400, 4th floor, Watsonville, CA 95076, by the filing deadline. **No postmarks accepted.** An application may be obtained by calling 768.3025 or by going to the City's website at www.cityofwatsonville.org. All candidates will receive written notification after applications have been screened for requirement compliance. Written performance and interview testing dates will be announced at a later time.

APPOINTMENT AND BENEFITS

The position benefits include pro-rated vacation, sick leave, and holiday benefits. The City offers Public Employees Retirement System benefits. Employees shall pay the full employee share of CalPERS contribution. Bilingual pay (English/Spanish) will be available upon passing the required bilingual exam.

The candidate selected will be appointed for a 12-month probationary period. Names of successful candidates who do not receive a job offer will be placed on an employment list which normally remains in effect for one year. The Human Resources Department may abolish an Employment List at any time the needs of the City so require. The position is represented by the Mid-management bargaining unit. Prior to appointment to the position of Neighborhood Outreach Coordinator- Bilingual, a medical examination, bilingual exam and Department of Justice LiveScan fingerprinting will be required.



The City of Watsonville is an Equal Opportunity Employer and encourages workplace diversity. The City of Watsonville is committed to compliance with the Americans with Disabilities Act by including people with disabilities in all of its programs and activities.

NOTE: THIS ANNOUNCEMENT DOES NOT CONSTITUTE A CONTRACT, EXPRESSED OR IMPLIED, AND ANY PROVISIONS CONTAINED IN THIS BULLETIN MAY BE MODIFIED OR REVISED WITHOUT NOTICE.