COMMUNITY CENTER LIAISON

DEFINITION
Under supervision, assist residents and business owners with identifying and accessing available programs and services offered by the City to improve public safety and other quality of life concerns.

ESSENTIAL FUNCTIONS
(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class). Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS
- Establishes and maintains community resource contacts to provide information, referral, and other services to develop linkages, networks, communication, and solidarity among residents, businesses, and organizations within the community;
- Participates in community outreach activities which may include facilitating local community gatherings to address neighborhood issues;
- Assists in planning, organizing, and promoting of various City advisory committee meetings and elections;
- Attends, promotes and participates in the coordination of town hall meetings.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- Knowledgeable of community resources, grant programs and social services programs, quality practical principles of intercultural relationships and communication techniques;
- Skilled in using modern office equipment, researching information, report writing, and public speaking;
- Ability to learn about community services and resources and explain them to community members, understand and follow oral and written directions, work independently with minimal direction, develop and maintain positive working relationships with all levels of staff, community members, and business owners, and to be flexible

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in a field and office environment. Work may require frequent standing, walking, bending, and lifting up to 20 pounds. Incumbents may be exposed to repetitive motion and vision to monitor.

QUALIFICATIONS
High School Diploma or equivalent and one year working with a community outreach program OR an equivalent combination of education and experience.