LOUISVILLE METRO GOVERNMENT

JOB DESCRIPTION

**Job Code** 052150
**Effective Date** 06/15/2007
**Description** Community Outreach Spec

**Original Date**
**Revision Date** 07/07/2008

**Essential Functions**
- Participates in and conducts community outreach events and activities
- Meets with citizens, attends community meetings, disseminates information, answers questions and resolves problems and complaints

**Examples Of Work**
- UNDER ADMINISTRATIVE SUPERVISION
  - Assists in planning, developing and implementing policies, procedures and programs
  - Coordinates the scheduling of facilities and logistical issues for meetings, projects and events
  - Recruits citizens for community projects and activities
  - Assists citizens and community leaders in resolving neighborhood problems and complaints
  - Collects statistical data, enters data, and analyzes and prepares reports
  - Provides technical assistance concerning operations, procedures, activities, laws, ordinances and regulations
  - Receives calls, schedules and meets with citizens, conducts field investigations, gathers information, and completes forms and reports to resolve complaints and problems
  - Participates in community outreach programs, projects and activities to provide information, to publicize available services and to maintain positive public relations
  - Attends community meetings to provide information, answer questions, discuss citizens' complaints, concerns and issues, and to explain procedures and operations
  - Solicits donations, contributions, support and participation from businesses, foundations, organizations, agencies and groups to promote and implement events and activities
  - Prepares correspondence and recommendations to resolve and to respond to citizens concerns, and completes special projects
  - Assesses, counsels and refers citizens to available financial, medical, social and community assistance and services
  - Performs related work

**Physical Requirement and Working Conditions**
- Meets regular and punctual attendance standards and any special needs of the position as determined by management, including mandatory overtime and performing related work

**Minimum Requirements**
- Associate's degree
- Counseling
- Criminal Justice
- Education
- Liberal Arts
- Social Science
- Social Work
- Related field
- Two years of social work, social service, community service or resource development experience
Other Minimum Requirements  Must provide one's own source of transportation

Equivalency  An equivalent combination of education and experience may be substituted

Special Requirements

Skills and Abilities

Competency

Salary Plan/Grade  NU / 08

Wage and Hour  Non-Exempt

EEO4  5 / Paraprofessionals