

CITY OF SIMI VALLEY

NEIGHBORHOOD COUNCIL COORDINATOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general direction, oversees, coordinates and provides staff support for the Neighborhood Council program; implements program goals and objectives; and performs a variety of administrative, professional and technical tasks in support of assigned area of responsibility.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Oversee and coordinate the activities of assigned Neighborhood Councils including preparation of minutes, agendas, flyers and reports for presentation at each monthly Neighborhood Council meeting and Joint Chairs meeting.
2. Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing Neighborhood Council services; implement policies and procedures; advise Neighborhood Council members on correct meeting procedures.
3. Monitor Neighborhood Council program performance; recommend and implement modifications to existing systems and procedures; create new systems and procedures as appropriate.
4. Research, prepare and present staff reports to City Council on issues and concerns brought to the attention of Neighborhood Councils.
5. Provide explanations of the planning process, City codes and State planning law to Neighborhood Councils.
6. Plan educational programs and presentations to bring significant planning and community issues to the Joint Chairs and four Neighborhood Councils, both on a monthly and as needed basis.
7. Coordinate with staff and outside individuals and agencies to prepare and present reports at Joint Chairs and monthly Neighborhood Council meetings concerning pertinent City issues, including those requested by the Joint Chairs or Neighborhood Council members.
8. Coordinate campaigns to promote and recruit new members to Neighborhood Councils; create orientation/training materials and conduct orientation/training for potential Neighborhood Council members; educate and motivate Neighborhood Council members as needed.
9. Respond to press and media on controversial community issues; prepare press releases and write cable television advertisements as required.
10. Bring Neighborhood Council concerns to the attention of City staff and public officials; represent assigned Neighborhood Councils at City and outside meetings.
11. Work closely with Planning staff to monitor upcoming development projects and policy issues for Neighborhood Council review; regularly attend Development Advisory Committee meetings.
12. Prepare and present reports at Neighborhood Council Committee meetings; prepare and present reports at Joint Chairs meeting.
13. Coordinate and correspond with public agencies, private developers and community organizations on a wide range of community and regional developmental and social issues.

14. Respond to the City's Emergency Operations Center in case of an emergency.
15. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Basic operations, services and activities of Neighborhood Council programs.
Principles and practices of program development and implementation.
Recent developments, current literature and information related to community services.
Methods and techniques of personnel management and motivation.
Principles and practices of media relations.
Open Meeting laws (Brown Act) and parliamentary procedures.
Marketing theories, principles and practices and their application to Neighborhood Council program activities.
Modern office equipment including computers and applicable software applications.
Pertinent federal, state and local laws, codes and procedures in the area of California zoning, planning and development laws.

Ability to:

Coordinate and direct the Neighborhood Council program.
Manage multiple projects and changing priorities.
Recommend and implement goals and objectives of the Neighborhood Council program.
Elicit community and organizational support for the Neighborhood Council program.
Understand, interpret and explain basic planning policies, procedures and zoning laws.
Allocate limited resources in a cost effective manner.
Respond effectively to sensitive community and political issues.
Provide and support all Neighborhood Council members in a positive manner.
Interact with the media in a positive, effective manner.
Work independently in the absence of supervision.
Work irregular hours and attend regularly scheduled evening meetings.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, urban planning or a related field.

Experience:

Three years of increasingly responsible experience coordinating, recruiting or managing volunteers, community groups, advisory boards or commissions, including one year in a community program coordination capacity. Public sector and/or planning experience is desirable.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Standard office setting; irregular hours to attend meetings; travel to meeting locations.

Physical: Sufficient physical ability to work in an office setting and operate office equipment; sit or stand for prolonged periods of time; travel to various locations; verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.

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