

CLASS TITLE: COMMUNITY SERVICES COORDINATOR

Class Code: 02708300
Pay Grade: 34A
EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To focus and assist community activity on the behalf of children; to provide staff assistance to the Governor's Advisory Committee for Children and Youth; and to related work as required.

SUPERVISION RECEIVED: Works under the general direction of a superior with considerable latitude for the exercise of initiative and independent judgement.

SUPERVISION EXERCISED: As required, supervises professional, technical and clerical personnel assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To focus and assist community activity on the behalf of children and in coordination with state efforts.

To provide staff assistance to community, private and public agencies in the planning and implementation of conferences and workshops on issues related to services for children.

To act as a liaison between the department and the community in matters of mutual concern.

To coordinate the response to requests for information of a general nature from community-based organizations.

To provide staff assistance to the Governor's Advisory Committee for Children and Youth.

To plan agenda for, keep minutes at and notify members of meetings.

To perform research and gather information on children's problems.

To make recommendations in regard to state and community programs on behalf of children.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPABILITIES: A thorough knowledge of the physical, emotional, social, educational and economic factors which affect children; a thorough knowledge of community resources relating to children; the ability to coordinate the efforts of state, community and private organizations on the behalf of children; the ability to provide staff assistance through organization, research, analysis and recommendations; the ability to prepare written and oral reports; the ability to establish and maintain effective working relationships with state, community and private officials; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing; and

Experience: Such as may have been gained through: considerable employment in a responsible position in a public or voluntary social agency concerned with the problems of children.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: June 15, 1980

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