CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 676.3

Job Title: **BARC OUTREACH SUPERVISOR**

Pay Grade: 22

GENERAL SUMMARY:

Supervises and conducts various community outreach activities related to animal enforcement, placement and shelter operations.

RESPONSIBILITIES:

- Assists Marketing and Outreach Manager in developing a strong understanding of BARC's mission in order to conceptualize strategic initiatives for BARC
- Assists Marketing and Outreach Manager in responding to media inquiries in a timely manner, and proactively tell BARC's story to media channels as often as possible
- Assists in leading outreach team to drive long and short-term outreach goals
- Assists Marketing and Outreach Manager in creating and maintaining relationships with external private and commercial donors and partners
- Develops analysis of live release and outcome data into insights, sustainable strategies, and actionable plans to ensure an increase in live outcomes.
- Upholds and protect BARC's brand standards
- Helps solve problems that arise pertaining to outreach members, rescue/foster partners, fundraising partners and any other internal or external party

SPECIFICATIONS:

KNOWLEDGE:
Requires an Associate's degree in Communications, Business Administration or a related field. To better serve our diverse communities, Fluency in a foreign language is preferred.

EXPERIENCE:
Three years of related experience involving communications or administrative work is required.

SUBSTITUTION:
Related experience may be substituted for the education requirement on a year-for-year basis.

COMPLEXITY:
Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and procedures. Must have excellent problem-solving and communication skills as the job requires regular interaction with diverse audiences.

IMPACT OF ACTIONS:
Errors in work could lead to moderate expenses and inconveniences. Work is typically performed under limited to general supervision. The incumbent at times works from broad goals and policies. In addition, the incumbent may have some participation in setting work objectives. The supervisor generally plays a substantial role in setting objectives and organizing work.

SPECIFICATIONS (cont'd):

SUPERVISION EXERCISED:

Direct Supervision:
Schedules, supervises and evaluates work as a first-line supervisor. Recommends personnel actions such as hirings, terminations, and pay changes.

Indirect Supervision:
No indirect reports.

CONTACTS:

Internal Contacts:
Level of internal contact is primarily with professionals and supervisors. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

External Contacts:
Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires substantial sensitivity and cooperation; e.g., lower-level problem resolution, providing information to citizens who from time to time may be irate.

PHYSICAL EFFORT:
The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

WORK ENVIRONMENT:
There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

PHYSICAL SKILL:
Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:
All duties and responsibilities may not be listed in the above job description.

JOB FAMILY:
BARC Administrative Specialist
BARC Outreach Supervisor
BARC Administration Manager
BARC Marketing and Outreach Manager

Effective: December 2015
Revised: December 2022