



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 823.2

Job Title: **COMMUNITY INVOLVEMENT COORDINATOR**

Pay Grade: 22

GENERAL SUMMARY:

Functions as a liaison between the department and community civic clubs and cultural organizations promoting and coordinating department programs.

RESPONSIBILITIES:

- Establishes and maintains community liaison and promotes department programs among various community groups. Entertains suggestions from civic groups and apprises management of issues, concerns and needs.
- Coordinates the development and implementation of all Advisory Boards for the department.
- Educates civic and community groups regarding departmental function and the various services/programs offered. This may include scheduling public speaking engagements or neighborhood meetings.
- Recruits, trains and places volunteers to work within the neighborhood divisions of the department or community involvement programs.
- Prepares and edits speeches for management presentation.
- Performs other special projects as directed.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Bachelor's degree in Communications, Public Relations, Business Administration or a closely related field.

EXPERIENCE:

Two years of experience in developing and coordinating community programs or a closely related field are required.

COMPLEXITY:

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and precedents.

IMPACT OF ACTIONS:

Errors in work cause some expense and inconvenience. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as a "first-line supervisor", recommends personnel actions, such as hiring, terminations, pay changes of non-supervisory personnel.

Indirect Supervision::

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with Managers and Assistant Directors. 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 and occasionally with prominent persons such as community leaders, business and industry leaders as well as officials of government and financial agencies and media representatives. 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 is physically comfortable, the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

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 included in the above job description.

JOB FAMILY:

Community Relations Specialist
Community Involvement Coordinator

OR Health Department:

Human Service Program Coordinator
Community Involvement Coordinator
Human Service Program Manager

*Effective: November 1995
Revised: March 2012*