



## CITY OF LONG BEACH CLASSIFICATION SPECIFICATION

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**TITLE: COMMUNITY PROGRAM SPECIALIST I-V**

**DEFINITION:** Performs progressively more complex professional support and/or coordination for the delivery of grant-funded programs, projects, and services.

**DISTINGUISHING CHARACTERISTICS:**

Grade Level I Under close supervision, provides entry level professional support in the administration of grant-funded programs, projects and services.

Grade Level II Under general supervision, performs increasingly complex professional support in the development and implementation of grant-funded programs, projects, and services; requires a minimum of one (1) year full-time professional experience offering specific and substantial preparation for the duties of the position.

Grade Level III Under general supervision, performs journey-level duties of the classification including the development and implementation of grant-funded programs, projects, and services. May train lower grade level staff; requires a minimum of two (2) years full-time professional experience offering specific and substantial preparation for the duties of the position.

Grade Level IV Under direction, performs more complex duties of the classification including the coordination of grant programs, projects, and services; may train and/or supervise lower grade level or subordinate staff; requires a minimum of three (3) years full-time professional experience offering specific and substantial preparation for the duties of the position.

Grade Level V Under direction, performs the most complex and difficult duties of the classification including administration of grant-funded programs, projects, and services; trains and supervises subordinate staff; requires a minimum of four (4) years full-time professional experience offering specific and substantial preparation for the duties of the position.

**EXAMPLES OF DUTIES:**

- Analyzes and interprets data to develop conclusions and makes recommendations for improvement in service delivery, performance and attainment of grant goals;
- Coordinates and/or provides professional support in the development, implementation, administration and/or management of a variety of grant-funded programs, projects and/or services;

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- Interprets complex local, state, and/or federal regulations as it relates to the grant(s), and ensures compliance;
  - Establishes and/or maintains relationships and serves as liaison to task forces, committees, stakeholders, clients, businesses and/or other agencies related to grant-funded programs, projects, and/or services;
  - Performs research and analysis for grant-funded programs;
  - Oversees fiscal requirements, prepares grant budget documents and reports;
  - Develops and implements marketing/communication strategies for grant programs;
  - Prepares and presents grant program and service information at public meetings and events;
  - Creates, reviews or maintains client and program files, performance benchmarks, and other reports;
  - Prepares grant reports, applications, evaluations, program enrollment statements and other correspondence;
  - Coordinates public meetings and events to promote grant programs and services;
  - May train and supervise the activities of subordinates;
  - Monitors and facilitates participant's involvement in grant programs
  - Develops customized plans with clients; provides, promotes and assists them with the tools to achieve grant goals;
  - Maintains client and program files and reports for grant programs;
  - Develops content and maintains website and/or geographic information system (GIS);
  - Performs other grant related duties as assigned.

### **MINIMUM REQUIREMENTS**

- Graduation from an accredited college or university with a Bachelor's Degree in Business, Public Administration, or closely related field. Experience offering specific and substantial preparation for the duties of the position may be substituted for the required education on a year-for-year basis;

AND

- Professional experience as defined by grade level in the Distinguishing Characteristics section. A Master's Degree in Business, Public Administration, or closely related field from an accredited college or university may be substituted for up to one (1) year of the required professional experience;
- A valid motor vehicle operator's license may be required for some positions;
- Some positions may require working overtime, weekends, and evenings;
- Some positions may require bilingual skills (e.g.: Spanish, Tagalog or Khmer);

AND

Ability to:

- Learn, interpret, retain, and communicate technical and complex information, terminology, policies and procedures related to grant programs and compliance;
- Research and analyze data using a systematic and logical approach;
- Communicate clearly and concisely, both orally and in writing;

- Understand and follow oral and written instructions and procedures;
- Maintain accurate records and files;
- Work independently and/or as part of a team;
- Work effectively with a wide variety of people by consistently exercising tact, good judgment and a pro-active, problem-solving focused communication style;
- Operate office equipment including computers, printers and copiers as well as the word processing, spreadsheet, e-mail, database and program specific applications;
- Type and enter data accurately.

## **HISTORY**

Established: 09/11/2002  
Revised: 08/29/2003  
Approved/Adopted: 08/29/2003 – Human Resources  
09/24/2003 – Civil Service  
Revised: 11/01/2014 – Human Resources  
Approved: 11/01/2014 – Human Resources