



**CITY OF LONG BEACH
CLASSIFICATION SPECIFICATION**

TITLE: COMMUNITY RELATIONS ASSISTANT I-II (TERMINAL)

DEFINITION: Under supervision, assists in promoting and coordinating City sponsored community relations and community improvement programs, services and activities.

DISTINGUISHING CHARACTERISTICS:

Community Relations Assistant I - Performs the duties of the classification.

Community Relations Assistant II - Performs the most responsible duties of the classification and/or acts in a lead capacity over Community Relations Assistant Is.

EXAMPLES OF DUTIES:

- Establishes and maintains close liaison with public and private institutions, community groups and individual citizens;
- Explains existing community services and programs and the procedures for obtaining services to the public;
- Confers with and assists special purpose groups in developing and promoting various community improvement programs and activities;
- Coordinates and attends meetings concerned with community problems;
- Investigates, evaluates and reports on various community matters;
- Develops, compiles and analyzes statistical data;
- Maintains records and prepares reports;
- Conducts studies and surveys;
- May assist in the Neighborhood Watch Program and participate in various related activities;
- Performs other related duties as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or its equivalent; recent paid experience in community relations type work; the skill to communicate orally and in writing; the ability to deal effectively with the public; the ability to respond quickly and calmly to emergency situations; availability to work shifts, weekends and holidays as needed; a valid motor vehicle operator's license.

HISTORY:

Revision of Classification Specifications for Community Relations Representative, dated 03/04/75, and Community Relations Assistant, dated 11/14/75. Classifications consolidated and graded 08/03/77.

Approval/Adoption Dates: 06/04/82 - Human Resources Department