



**CITY OF LONG BEACH
CLASSIFICATION SPECIFICATION**

TITLE: **Neighborhood Services Specialist I - III**

DEFINITION: Under supervision, performs increasingly more complex activities in the implementation and administration of neighborhood assistance programs.

DISTINGUISHING CHARACTERISTICS:

Grade Level I - Performs the typical duties of the classification.

Grade Level II - Performs the complex duties of the classification including organizing and implementing neighborhood focused activities and programs.

Grade Level III - Performs the most complex duties of the classification including developing, organizing and implementing neighborhood focused activities and programs.

EXAMPLES OF DUTIES:

- Coordinates, and markets neighborhood meetings, workshops, special sessions, and other events;
- Assists in neighborhood services program development;
- Develops necessary correspondence, forms, notices, records and documents;
- Facilitates and attends meetings with internal and external agents to coordinate efforts and resources;
- Serves as the City liaison to neighborhood associations and other organizations;
- Provides information and resources to residents, businesses and neighborhood associations accessing services;
- Implement strategies to improve and beautify businesses and/or residential areas;
- Develops marketing materials for neighborhood events;
- Serves as a technical resource to patrons with applicable forms and applications;
- Develops and maintains monthly event calendars for external and internal groups, in-house files, community room reservations, and evaluations and reporting systems required by federal funding sources;
- Researches, publicizes and assists neighborhood groups to obtain grant funding for community projects;
- Mentors neighborhood residents to become community leaders;
- May supervise staff and volunteers at meetings, conferences, and other community events;
- May perform translating services for limited or non-English speaking residents; and
- Performs other related duties as required.

MINIMUM REQUIREMENTS:

Two years of increasingly responsible experience providing services to the public in diverse neighborhoods.

Skill and ability to communicate effectively with persons of diverse ethnic, social and economic backgrounds.

A valid motor vehicle operator's license may be required.

Bilingual skills are highly desired for some positions.

Positions are required to work weekends and evenings.

HISTORY:

Approved/Adopted: 02/04/2004