

COMMUNITY RELATIONS COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is specialized liaison and administrative work primarily involving responsibility for assisting the County Legislators with the assessment of community needs and interests in order to promote the positive resolution of issues of concern within the community, resolve problems and to provide guidance, as needed, to departments regarding services to the community. The work is performed under the general direction of the Clerk to the Legislature. Does related work as required.

TYPICAL WORK ACTIVITIES:

Responds to inquiries from members of the community in order to provide and exchange information, resolve problems, assist individuals in identifying County government resources and obtaining services; etc.

Gathers and analyzes information regarding community issues, as necessary;

Acts as liaison to County departments in order to facilitate the resolution of problems pertaining to direct services to members of the community, resolve community concerns, and to ensure the effectiveness of internal services necessary to support the services to the community;

Performs research, especially as it pertains to community issues, as directed by the Legislators;

Prepares reports and other materials as needed;

May meet with community leaders to identify issues of community concerns and develop solutions, improve programs, etc.

May be assigned to special projects, as determined by the Legislators.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of community relations; good knowledge of County government and its operation; ability to communicate effectively, both orally and in writing; ability to speak before groups of citizens; ability to establish and maintain effective relationships with others; ability to prepare reports.

MINIMUM QUALIFICATIONS: To be determined by the appointing authority.