

Taylorville City

Job Description

Title: Neighborhood Services Coordinator	Code: 170
Department: Community Development	Effective Date: 10/01/2012
FLSA Status: Non-Exempt	Last Revised: 9/26/2012

PRIMARY DUTY

Performs a variety of **general administrative and technical clerical** duties as needed to expedite and coordinate the administrative or clerical functions concerning neighborhood preservation and revitalization; neighborhood activities and programs; urban forestry; and active/healthy living.

SUPERVISION RECEIVED

Works under the general supervision of the Community Development Director.

SUPERVISION EXERCISED

May supervise interns or project team members as assigned.

ESSENTIAL FUNCTIONS

Neighborhood Preservation and Revitalization:

1. Coordinates the Community Action Team (CAT).
 - a) Code Enforcement
 - b) Police
 - c) Neighborhood Services
 - d) Health Department
 - e) Community Development (Building/Planning)
2. Oversees Neighborhood Snapshot (survey) Program.
3. Oversees the implementation of Neighborhoods and Housing Plans

Neighborhood Activities and Programs:

1. Oversee annual Arbor Day celebration
2. Coordinate "clean-up, fix up campaigns" in conjunction with the Community Action Team
3. Administer the Adopt-a-Street Program
4. Coordinate community/neighborhood meetings
5. Oversee the Taylorville Beautification Award Program
6. Develop and coordinate miscellaneous neighborhood activities such as Movies in the Park, Community "block parties", etc.

Urban Forestry/Parks

1. Writes and administers tree and urban forestry grants.
2. Acts as a liaison (as assigned) with the State, County and other agencies concerning open space, parks, and urban forestry.
3. Recommends policy, guidelines, and strategies related to parks, streetscapes, and trees on publicly owned properties.
4. Conducts, oversees and administers urban forest and open space surveys.
5. Provides staff support for the L.A.R.P. (Leisure, Arts, Recreation and Parks Committee).
6. Coordinates with L.A.R.P. in the operation of community gardens.

Active Living:

1. Writes policy, guidelines, and strategies related to healthy and active living for the residents of the City, including walkability, cycling, food systems, and healthy life styles.

Administrative Support:

Apprises the Community Development Director of schedule, activities, committee meetings, public meetings, etc.; follows up on appointment schedules as needed to verify appointment and meeting commitments.

Types/word processes various reports and documents; reviews content for accuracy and completeness; makes grammatical and technical changes to content as needed; conducts special projects, performs routine research and gathers data as needed to compile or complete reports.

Front Counter/Receptionist:

Performs as backup to the front counter; receives incoming telephone calls, takes messages or routes calls to appropriate personnel; provides general assistance to walk-in public.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from college with a bachelor's degree in a related field;

OR

B. Five (5) years of responsible experience related to working with the above duties; one year of which is preferred at a supervisory level;

2. Knowledge, Skills, and Abilities:

Considerable knowledge of general office maintenance and practices; computer accounting applications and various software financial programs (MS Word, Excel, Power Point); operation of standard office equipment; operation of standard office equipment; modern office practices and procedures; letter composition, grammar, spelling and punctuation; operation of standard office equipment; basic mathematics; interpersonal communication skills and telephone etiquette; basic public relations. **Some knowledge of** local government administrative procedures; laws governing records retention, archiving, management and access (GRAMA); coding, classifying, and indexing methodology related to recording city ordinances, laws, contracts, documents.

Ability to communicate effectively, verbally and in writing; work independently in meeting various time deadlines and work pressures; maintain strict confidentiality related to sensitive administrative information; operate personal computer (WINDOWS) in utilizing various programs (Microsoft Word, Excel, etc.) to produce or compose formal documents, reports and records; operate standard office equipment; develop effective working relationships with supervisors, fellow employees, and the public.

3. Special Qualifications:

Considerable knowledge of urban forestry; healthy and active living; and neighborhood dynamics.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, but do require frequent walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger dexterity required for many tasks. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking and guided problem solving.



DISCLAIMER: The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities, requirements or knowledge, skills & abilities. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I _____ have reviewed the job description. Date: _____