

56057

NC-XI

CODE NO. 56057

ALL CITY DEPARTMENTS

COMMUNITY ASSOCIATEGeneral Statement of Duties and Responsibilities

Under general supervision, with latitude for independent initiative and judgment, performs responsible work in any phase of community programs; performs assigned tasks to provide necessary and important community services; may supervise subordinate personnel or act as a team leader; performs related work.

Examples of Typical Tasks

Provides and improves community services by performing liaison functions including security and safety and improving communication between City agencies, community organizations and groups, and the individuals they represent and service.

May train and supervise subordinate personnel or act as a team leader.

Participates in a community development program.

Directs tenant activity programs in projects; plans and coordinates activities to improve tenant-management relations and to improve and encourage participation from the community; coordinates contacts with residents of projects and the surrounding neighborhood to elicit their support and participation in group recreation activities.

Coordinates activities of personnel engaged in environmental enrichment activities such as installing and maintaining trees, shrubs, etc.

Elicits support and participation in community activities.

Performs difficult and responsible clerical operations.

Performs work in community health programs in pest control activities, in the collection and removal of debris from environmental surfaces, and in the removal of snow and ice.

In the Department of Correction's Work Release Program, may be responsible for planning, coordinating and supervising intensive group and individual counseling programs for individual inmates, maintaining liaison with parole authorities, and supervising and training subordinates; may be responsible for providing counseling and placement services; may assist the director in, or during evening hours may be responsible for, the overall operation of a work release center and the implementation of its programs - supervising Correction Officers and subordinate personnel, selecting, orienting and maintaining supervision of residents in the center and the community and implementing a flexible pass system; prepares follow-up and other reports and maintains appropriate records.

NG-XI

CODE NO. 56057

ALL CITY DEPARTMENTS

COMMUNITY ASSOCIATE (Cont'd.)

Qualification Requirements

1. High school graduation or equivalent and three years of experience in community work or community centered activities in an area related to the duties described above; or
2. Education and/or experience which is equivalent to "1".

Lines of Promotion

None. This class of positions is classified in the Non-Competitive Class.