

HOUSING PROGRAMS AIDE

DEFINITION

Under general supervision, assists in conducting marketing and community relations to assist with the planning and implementation of community enhancement programs and projects within a defined geographic segment (district) of the City.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Assists in conducting research, studies, surveys and preparing reports. Assists in implementing and evaluating the effectiveness of specific projects or programs designed to address a variety of community concerns such as gang and drug enforcement coordination, nuisance abatement, youth services and other related concerns. Develops meeting notices and attends community meetings; prepares meeting summaries. Assists in maintaining project document files. Compiles basic statistical data. Responds to citizen inquiries, solicits community support, addresses community concerns, and participates in and assists with the coordination of public presentations to community groups. Performs other related functions as required.

DISTINGUISHING FEATURES OF THE CLASS

This is an experienced entry-level classification designed to provide the opportunity for practical experience and preparation for a career in the Housing Services program. These detail-oriented individuals possess sound analytical skills and analyze information and data gathered to identify problems and recommend solutions. Their work is supervised by a Community Development District Manager.

RECOMMENDED MINIMUM QUALIFICATIONS

Six months of public contact experience, preferably including at least three months in a governmental social service agency, supplemented by college level course work in social/political science, urban planning, human services or other related subjects, or any equivalent combination of training and experience which provides the following knowledge, skills and abilities.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: practices and objectives of community enhancement programs and their relationship to City objectives; methods of collecting and performing basic analysis of demographic information; organizations and community services provided by other public and private agencies; basic statistics; computer applications and business software programs.

Skill in: use of a personal computer.

Ability to: perform research on a variety of subjects related to community enhancement programs; organize data, compute basic statistics, and analyze results; prepare clear, concise draft reports and other documents; maintain complex project documentation; communicate effectively both orally and in writing; establish and maintain effective working relationships with property owners, civic groups, other city employees, and the general public.

SPECIAL REQUIREMENT

Must possess and retain a valid California Driver's License as a condition of employment.

SPECIAL WORKING CONDITIONS

Willingness and ability to work irregular hours, including evenings and weekends as needed.

DESIRABLE CHARACTERISTICS

Successful performers are skilled in interacting effectively with a wide range of personality types, community groups and staff from other City departments. These detail-oriented individuals are well organized, possess sound analytical skills and enjoy analyzing information and data gathered to identify problems and recommend solutions.

Class title change from Neighborhood Improvement Aide per Council Resolution No. 96-030, effective 7-1-96

Class specification prepared and approved 9/00

Reviewed: 02/07

ADA Approved: 9/00