

OUTREACH PROGRAM COORDINATOR (UC)

DEFINITION

Under general direction, develops and implements outreach and training programs that recruit and retain a diverse and highly-skilled workforce, support quality education partnerships and foster community pride and understanding.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Develops and maintains contacts with local leaders, community members, educational institutions and other governmental agencies; designs promotional materials which promote employment opportunities in the City; designs, develops, implements and coordinates informational programs; makes presentations to high schools, colleges, social service agencies, and cultural and social organizations in the community; attends job fairs and other functions which provide recruiting opportunities; designs and coordinates programs which identify and develop potential candidates for specific occupations and career tracks; develops and coordinates internship and part-time employment programs; works with departments to develop and facilitate processes and procedures for hiring protected classes; analyzes and monitors the ethnic composition of the workforce and labor market; investigates and recommends solutions to employment practice complaints; researches and writes comprehensive reports; reviews and makes recommendations on classification minimum requirements, examination components, and special training programs; coordinates the City's general training program; performs other functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

The incumbent in this single position class works with considerable independence under general direction from the Deputy Director of Personnel Services.

RECOMMENDED MINIMUM QUALIFICATIONS

Three years of professional experience in equal employment opportunity or personnel administration, community relations, education, training or related field. College level education in a related field may be used in combination with experience to meet the following desired knowledge and abilities.

Knowledge of: the nature, intent, scope, objectives and organization of affirmative action programs for equal opportunity employment; the organizational functions, processes and types of work found in local government; the principles and objectives of civil service merit systems; and the employment problems of minority, female and low-income residents.

Ability to: establish and maintain effective working relationships with community members, educational institutions, social service agencies, and other City employees; speak effectively in public; identify and evaluate problems, analyze facts, and prepare and present conclusions and recommendations, both orally and in writing.

#### CHARACTERISTICS OF SUCCESSFUL PERFORMERS

The successful performer is a friendly, enthusiastic, creative professional who is committed to increasing protected class representation in the City's workforce. This "ambassador" for the City is skilled in public relations and networking, and enjoys developing innovative programs and making formal presentations. The appropriate individual has strong analytical, oral and written communication skills.

Class title change from Affirmative Action Coordinator per Council Resolution No. 90-063,  
effective 7-1-90

Reviewed: 07/02  
ADA approved: 7/02