

CITY OF HUNTINGTON PARK
CLASS SPECIFICATION

NEIGHBORHOOD IMPROVEMENT COORDINATOR

Civil Service Status: Competitive
Probationary Period: One Year
Classification Series: Police
FLSA Status: Non-Exempt

Bargaining Unit: General Employees' Association
Approved by City Council: 04-05-10
Resolution No.: 2010-11

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in this class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general supervision of Police Management, this position is responsible for improving the physical appearance of the city, promoting neighborhood preservation and improvement programs/projects, working with and developing self-sustaining neighborhood associations and educating community residents and businesses of city codes; and performs related work as required.

EXAMPLE OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Works with division manager to organize and foster self sustaining neighborhood associations and to provide staff support to those associations once organized; works closely with association members and committees to develop plans, organize events, and achieve neighborhood goals. Acts as liaison between neighborhood associations and City departments;
- Works on Property Rental Inspection Program;
- Works closely with property owners to achieve compliance with City Codes;
- Provides information to the public regarding neighborhood preservation/improvement activities and the Municipal Code; makes presentations to the City Council, Planning Commission, and business and citizen groups;
- Explains ordinances and codes and interprets technical provisions to resolve disputes and misunderstanding;
- Research, develops and implements Neighborhood Improvement strategies and methods designed to address neighborhood issues;
- Prepares testimony and makes presentations at administrative hearings;
- Prepares reports regarding violations of the neighborhood preservation activities, practices, policies and programs;
- Maintains statistics and updates files related to neighborhood preservation activities as required;
- Develops, implements and coordinate Neighborhood Improvement Programs and City Wide Special Events promoting Neighborhood Improvement / Awareness;
- Performs other work as assigned or as the situation requires.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- § Municipal code enforcement methods and procedures;

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- § Land use concepts and zoning principles (eg. defensible space, Neo-traditional planning, livable communities, new urbanism);
- § Neighborhood organizing techniques;
- § Good customer service practices;
- § Current trend and developments in the areas of neighborhood preservation programs;
- § Codes and methods of enforcement to determine corrective action;
- § Basic budgetary techniques;
- § Effective public and community relations techniques;
- Negotiations and conflict resolution techniques;
- Research methods and techniques.

Skills:

- Possess skills to word process general correspondence, spread sheets, and reports using a personal computer and software applications.

Ability to:

- Deal tactfully and courteously with the public;
- Exercise tact & diplomacy, striving to promote a positive & cooperative atmosphere;
- Work effectively within a multi-culture bilingual environment (English/Spanish);
- Understand and interpret provisions the municipal code, MOU's Administrative Policies and Departmental Rules and other City Policies;
- Read and interpret license codes, City rules, procedures and regulations;
- Deal effectively with the public and obtain compliance with City codes and ordinances;
- Collect and analyze field data through interviewing, observation and inspections;
- Work independently in the absence of direct supervision;
- Speak before groups of people;
- Keep organized records and reports;
- Research laws and their applications;
- Understand and follow oral and written instructions;
- Effectively handle stressful situations;
- Assume responsibility for providing effective customer service;
- Communicate clearly and concisely, both orally and in writing;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Handle confidential information with discretion;
- Initiate and accomplish work in a timely manner;
- Work varying and flexible work hours;
- Assume responsibility for maintaining a safe working environment;

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- Develop necessary skills from on the job training and meet or exceed the standards of performance for the classification;
- Assume responsibility for maintaining a safe working environment.

Education and Experience Guidelines – *Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training/Experience:

- A Bachelor's degree in Business Administration, Public Administration, Urban Planning, public relations/communication, marketing, or other closely related field from an accredited college or university.

Experience:

- Two (2) years of progressively responsible public sector economic or business development experience or work experience related to the responsibilities of the assigned position;
- A Master degree in one of the aforementioned areas of study could be substituted for one (1) year of practical experience.

License or Certificate:

- A valid California Class C Driver's License and a satisfactory driving record.

Physical Requirements:

- Must meet approved physical and pre-placement medical standards for the position.

Bilingual Pay:

- Employees who qualify and are certified to speak Spanish may be eligible to receive bilingual pay.