

COMMUNITY SERVICES PROGRAM SPECIALIST 2

KIND OF WORK

Advanced advisory and informational work in community service programs.

NATURE AND PURPOSE

An employee in this class independently performs technical work providing advice and information, monitoring, and recommending action on programs or grants administered by state agencies. Work is reviewed in terms of results achieved or at employee's request. Independence of action and high level of discretion are important criteria for allocation from Specialist 1 to Specialist 2.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Provides community service organizations with information regarding program services and/or grant eligibility and requirements so that the public will be aware of the availability of technical assistance, program services, and grant money.

Determines needs of community groups (through surveys, questionnaires, etc.) so that these needs can be addressed by available assistance or new programs.

Collects and analyzes data, and presents information so that projects can be completed in a timely manner.

Develops advisory and informational materials (e.g., brochures, newsletters, training manuals) so that the public can be informed of problems within the community and aware of available assistance.

May serve as leadworker or project supervisor so that less-experienced personnel will receive guidance when necessary.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Working knowledge of federal, state, and private programs available to community service organizations.

Working knowledge of community planning, programs, and procedures.

Ability to:

Determine needs of community groups and relate these needs to available assistance.

Establish and maintain effective working relationships with government officials and members of the community.

Speak and write effectively.

Comprehend and interpret relevant laws, regulations, and administrative procedures.

Est.: 11/80
Rev.:
Ckd.: 10/91

T.C.:
Former Title(s):