

CITY OF HAYWARD

COMMUNITY PROGRAMS AIDE COMMUNITY PROGRAMS SPECIALIST

DEFINITION

Performs a wide variety of tasks related to funding, monitoring, and evaluating nonprofit organizations involved in social services, housing, and economic development for low and moderate income residents of the City of Hayward.

DISTINGUISHING CHARACTERISTICS

Community Programs Aide - This is the entry level class in the Community Programs series. Incumbents in this class normally receive on-the-job training and perform specific assignments of a well-defined and limited nature.

Community Programs Specialist - This is a journey level class that requires the application of federal, state and local laws and regulations to nonprofit organizations funded by the City. Responsibilities include monitoring program operations and expenditures, preparing reports, providing technical assistance to agencies, providing liaison and staff support services between the City and a variety of organizations, and making some recommendations requiring some independent judgement as to deadlines, work details and technical determinations.

SUPERVISION RECEIVED AND EXERCISED

Direct supervision is provided by the Social Services Planning Manager or the Community Development Specialist and general direction is provided by the Community Planning and Economic Development Administrator. The work of Aides is subject to continuing review in progress and upon completion. For Specialists, assignments may occasionally require providing working lead, technical, or functional supervision of clerical positions.

ESSENTIAL DUTIES

1. Research, analyze and interpret social and economic data and trends in the community at large or in specific community programs.
2. Speak to community groups regarding City-funded community programs.
3. Prepare grant applications, review grant proposals and participate in the development of funding recommendations to advisory commissions and the City Council.
4. Negotiate and develop agreements with community agencies.
5. Conduct federal environmental review of proposed projects.

6. Provide technical assistance to City-funded programs, and groups working with those programs, to assist them with meeting federal, state or local requirements.
7. Assist in conducting federal labor standards monitoring for construction projects.
8. Maintain detailed records and schedules including fiscal and performance records. Process requests for payments in accordance with City policies and procedures and monitor program budgets against expenditures.
9. Gather data on existing programs and write reports on program activities. Provide comprehensive reports and assistance to City program staff. Monitor programs to ensure compliance with federal, state, or local requirements.
10. Respond orally and in writing to citizen complaints and inquiries about needed services.
11. Prepare grant applications, maintain fiscal and performance records, generate required reports for submission to non-City funding agents.
12. Represent the City at community and professional meetings when necessary in order to coordinate efforts with other service providers.
13. Provide information as needed to committees, commissions, and City Council.
14. Assist in preparing agendas and minutes of various committees and commissions.
15. Assist in preparing of the Divisional budget and assigned community program budgets.
17. Participate in the development of program policies and procedures.

OTHER JOB RELATED DUTIES

1. Perform related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- A. Federal, state and local laws related to community development programs.
- B. National, state, regional and local resources, funding trends and eligibility requirements for community development programs.
- C. Principles, methods and practices of basic accounting and record-keeping.

Ability to:

- D. Communicate clearly and concisely, orally and in writing.
- E. Prepare complete and accurate research and financial reports.
- F. Maintain effective working relationships with staff, public officials and the public.
- G. Work under pressure on several diverse projects simultaneously.
- H. Interpret and apply appropriate federal, state and City laws, regulations and policies.
- I. Write grant applications.

EXPERIENCE AND TRAINING

Any combination of experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Community Programs Aide

Experience: None

Training: Equivalent to completion of the twelfth grade, plus supplemental courses in psychology, social science or related field. A Bachelor's degree is desirable.

Community Programs Specialist

Experience: If twelfth grade, two years of community group administrative experience disseminating information and coordinating activities between groups.

PROBATIONARY PERIOD: One year.
648CS95 (Community Programs Aide)
670CS95 (Community Programs Specialist)
July 1982
Revised January 1995
AAP GROUP: 5
FPPC STATUS: Non-Designated
FLSA STATUS: Non-Exempt

