

Jurisdiction: Oneida County
Jurisdictional Class: Exempt
Adopted: 01/26/00
Revised: 02/20/01

COMMUNITY SERVICES COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The Community Services Coordinator acts as a liaison for the County Executive in all aspects of communications, public information, community relations and media relations. The incumbent is accountable to the County Executive. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Organizes community outreach efforts between the County Executive and neighborhood, school, and other groups;
Consults with county Departments in community outreach and public/press relations;
Identifies and facilitates government not-for-profit and other private cooperative efforts for community projects;
Organizes employee information and feedback services;
Coordinates the production of weekly radio program "Town Hall" hosted by the County Executive;
Organizes and produces public information and dialog forums in communities of the County;
Maintains supportive press relations and writes press releases;
Assists in preparation of public presentations;
Facilitates community networks and mechanisms for feedback in county initiatives and programs;
Advises the County Executive on community and civic concerns and issues;
May serve as representative for the County Executive at public events.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of organizational structure, goals, and policies of the county and its localities; ability to compile, analyze and interpret statistical data; ability to plan, organize, implement and evaluate multi-functional projects; effective communication skills, both written and oral; ability to facilitate dialogue and cooperation with a wide variety of people, public and private organizations, and interest groups; ability to present one self well in person and through the media; excellent interpersonal skills.

MINIMUM QUALIFICATIONS: Appointed on the basis of administrative experience and other such qualifications, as the County Executive may determine appropriate.