

City of San José

**COMMUNITY ACTIVITY WORKER (FT/PT) (6101/6105)**

<b>DEPARTMENT</b>	<b>ACCOUNTABLE TO</b>	<b>FLSA STATUS</b>
PRNS	Varies	Non-exempt

**CLASS SUMMARY**

Under general supervision, performs work of moderate difficulty in the development and coordination of a Community Services Program and organizes, coordinates, and supervises specialized activities or specialized programs to meet the needs of the neighborhood. Informs residents and youth of City and other services, making presentations to neighborhood/school groups and assisting them in planning, selecting, and implementing programs to improve the quality of life. Interacts with other governmental agencies, local businesses, and City Departments. Performs related work as required.

**DISTINGUISHING CHARACTERISTICS**

This class differs from the next higher class of Community Activity Specialist in that the incumbents of the latter class supervise Community Activity Workers and provide on-site coordination and assistance to help achieve program-specific goals.

**QUALIFICATIONS**

**Minimum Qualifications**

**Education and Experience**

Graduation from high school or equivalent (General Education Development (GED) Test or California Proficiency Certificate) AND two years of full-time equivalent experience (4160 hours) in organizing groups for community action.

**Acceptable Substitution**

One year of college (30 semester units) may be substituted for one year of the required experience.

**Other Qualifications**

**(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)**

**Basic Competencies**

**(Needed at entry into the job in order to perform the essential duties.)**

- Job Expertise – Demonstrates knowledge of and experience with applicable professional/technical principles and practices, Citywide and departmental procedures/policies and federal and state rules and regulations.
- Communication Skills - Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.

- Computer Skills - Experienced with common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel.
- Teamwork and Interpersonal Skills - Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution.
- Social Awareness - Demonstrates the ability to read or sense other people's emotions and how they influence the situation of interest or concern; demonstrates empathy and organizational awareness.

**Additional Competencies and/or Desirable Qualifications**

**(Competencies, knowledge, skills and abilities that are more position specific and/or likely to contribute to more successful job performance.)**

- Knowledge of available City and other community resources.
- Knowledge of community issues and concerns.
- Knowledge of the detrimental effects of blight, gangs and drugs on neighborhoods.
- Knowledge of the basic principles and techniques of first aid, including cardiopulmonary resuscitation (CPR).
- Ability to conduct community meetings.
- Ability to keep records and make reports.
- Bilingual Spanish/Vietnamese/Cambodian Speaking desirable.

<b>DUTY NO.</b>	<b><u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:</b>	<b>FREQUENCY*</b>
1.	Performs public contact and liaison work in explaining and interpreting program.	Daily/Several Times
2.	Provides information to residents on accessing City services or other service providers.	Daily/Several Times
3.	Coordinates program services with governmental agencies, local businesses, and City Departments.	Daily
4.	Participates in planning and coordinating in-service training, workshops, and development of program aids and materials.	Weekly
5.	Assists in planning and implementing special activities or programs, such as community service projects, community meetings, community/graffiti clean-ups, tree-planting, tutoring, or sports activities.	Weekly
6.	Designs and produces flyers and announcements.	Weekly
7.	Prepares monthly reports, correspondence, and may assist with grant writing.	Intermittent
8.	Conducts and facilitates workshops for the neighborhood.	As Required
9.	Surveys targeted neighborhoods needs via methods including computer based surveys or door-to-door canvassing.	As Required

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10.	Renders first aid in case of injury; watches for the safety of participants and spectators.	As Required
11.	May be required to provide bilingual translation, both orally and in writing.	As Required
12.	Performs other related work as required.	As Required

\*Frequency defined as Daily/Several Times, Daily, Weekly, Intermittent, or As Required

*Classification History* (3/18/96), (Rev. 7/97) (Rev. 5/24) 6101s001.doc