Sarasota County

SARASOTA COUNTY GOVERNMENT
CAREER TRACK

COMMUNITY OUTREACH SPECIALIST

SUB-CLASS CODE: See Below
EEO Code: 05 and 02
FLSA: See Below
W/C Code: 8810
PAY BAND: See Below

MAJOR FUNCTION(S) - This is work coordinating neighborhood and community service activities and business development projects. Work includes planning, organizing, coordinating and facilitating projects/events, building relationships and educating citizens, community groups and businesses; work also includes developing and maintaining partnerships with civic and community organizations, businesses and advisory groups.

Primary Purpose	
Para-Professional, Tier III **Non-Exempt** Sub-Class Code See Addendum - Pay Grade 9923	**Professional, Tier I** **Exempt or Non-Exempt (See Chart)** Sub-Class Code See Addendum - Pay Grade 9931
Work is typically neighborhood related. In general, work assignments include, but are not limited to: ▪ Coordinates/facilitates Neighborhood meetings ▪ Plans, coordinates and implements neighborhood projects ▪ Works to develop shared responsibility with neighborhoods ▪ Builds positive partnerships/relationships with neighborhood associations/civic organizations/businesses and business units ▪ Conducts research and makes project recommendations ▪ Processes grant applications ▪ Provides clerical assistance to department ▪ Compiles, prepares and updates informational materials ▪ Places ads, prepares agendas/minutes, records meetings ▪ Manages database of neighborhood contacts and list serves ▪ Tracks statistical information related to neighborhoods ▪ Provides customer service to citizens/neighborhood groups ▪ Works with County staff to provide problem resolutions ▪ Educates staff on Advisory Board Liaison policies and coordinates advisory board orientations ▪ Evaluates effectiveness of neighborhood and community activities to ensure most efficient processes ▪ Prepares reports and maintains records as required ▪ Develops/maintains procedures for volunteer activities ▪ Develops and supervises volunteer staff ▪ Prepares timelines and menus, secures speakers ▪ Provides assistance/support to unit liaisons with advertising, organizing and coordinating outreach for community events and county initiatives ▪ Maintains outreach website	**Work is typically community/educational related and involves larger and more complex outreach projects. In general, work assignments include, but are not limited to:** ▪ Coordinates and facilitates community outreach projects/ events/ workshops/business development processes ▪ Plans, develops and implements educational programs and communication/marketing pieces ▪ Develops and coordinates communication between SCG and neighborhood associations, civic organizations and businesses ▪ Advises/interprets local, state and federal regulations ▪ Tracks and analyzes data/legislation ▪ Prepares and manages project/event budget ▪ Assist businesses through planning, zoning and permit process ▪ Seeks and obtains sponsors and alternative funding sources ▪ Establishes performance measures ▪ Determines project goals and monitors outcomes ▪ Prepares and delivers presentations to executive team, community/citizen groups, society meetings and conferences ▪ Serves as a resource for county staff and community and promotes public awareness through media initiatives ▪ Adept at conflict resolution, crisis intervention and consensus building ▪ Prepares, writes, reviews and administers grant programs ▪ Facilitates and/or actively participates on county and community committees/meetings ▪ Develops and implements program policies and procedures ▪ Reviews projects, evaluates results, makes modifications ▪ Responds to requests for information from public and media ▪ Participates in preparing and reviewing RFP's ▪ Represents the county/program at events and in the community as well as regional organizational efforts ▪ Compiles news and event announcements ▪ Acts as the liaison to vendors, businesses and SCG Leadership
Level two includes the ability to perform level one duties	

Core Competencies (Knowledge, Skills and Abilities)

Para-Professional, Tier III	Professional, Tier I
Communication Skills	
▪ Ability to communicate effectively verbally and in writing ▪ Ability to plan and facilitate meetings ▪ Ability to listen, clarify and respond to questions ▪ Ability to educate neighborhood and community groups ▪ Ability to organize and present information ▪ Ability to address situations/issues professionally and tactfully ▪ Ability to establish and maintain strong relationships ▪ Ability to use sound/independent judgment	▪ Skilled in public speaking, politically savvy ▪ Ability to respond to controversial issues ▪ Ability to respond to inquiries of a non-routine nature ▪ Ability to demonstrate excellent time management skills ▪ Ability to respond to policy, legal or regulatory issues ▪ Ability to produce clear written documentation for technical and non-technical audiences ▪ Ability to coach, mentor and develop support staff
All levels require ability to establish and maintain effective working relationships	
Technical Skills	
▪ Ability to prepare and coordinate educational materials ▪ Knowledge of research techniques/methods of data collection ▪ Ability to interpret and apply principles, policies, practices ▪ Ability to create and generate reports ▪ Ability to prioritize, organize workload ▪ Knowledge of compliance regulations ▪ Proficient in Outlook, Word, Excel, Publisher, PowerPoint	▪ Knowledge of local, state and federal regulations ▪ Knowledge of public administration principles/practices ▪ Ability to develop and ensure compliance of principles, policies and practices ▪ Ability to design and prepare educational materials ▪ Ability to prepare, write and administer grant program ▪ Ability to anticipate and overcome barriers ▪ Ability to set objectives/goals and timelines ▪ Ability to develop schedules and assign work assignments
Budget/Fiscal Skills	
▪ Ability to monitor grant funding ▪ Ability to collect and report out financial data ▪ Knowledge and understanding of program budget	▪ Ability to monitor and manage program/project dollars ▪ Ability to conduct Financial Analysis ▪ Ability to analyze budget issues ▪ Ability to prepare business plans and enter into GovMax

Minimum Qualifications

▪ High School Diploma or Equivalent Education ▪ 3 years applicable experience ▪ One year of college may substitute for one year of experience	▪ Associate degree in Communications, Education, Planning or related field and 2 years experience ▪ BA Degree preferred in Communications, Education, Planning or related field and may substitute for the required experience ▪ Related community events/activities planning may substitute for the required education ▪ Some supervisory experience may be required
NOTE: 30 college credits are considered equivalent to one year of college.	

NOTE: Employees that acquire the skills and minimum qualifications for the next level will be able to apply for promotional opportunities. Employees will not automatically be upgraded to the next level. Reclassifying a position is based on business need and financial impact and not based solely on the incumbent.

APPROVED BY:

Chris Louria Digitally signed by Chris Louria
Date: 2022.11.02 12:33:00 -04'00'

Chris Louria, Chief Human Resources Officer

History: 11/2/22; 12/10/09; 1/26/11; 1/22/19; 4/10/19

Title & WC Addendum

Sub-Class	Title	FLSA	PG	WC	EEO	Retirement
031853	Community Outreach Specialist (NE)	NE	9923	8810	05	Regular
031855	Community Outreach Specialist (NE) – UF/IFAS	NE	9923	8868	05	Regular
031854	Community Outreach Specialist	E	9931	8810	02	Regular
032922	Community Outreach Specialist (NE PT)	NE	9931	8810	02	Regular
031856	Community Outreach Specialist – UF/IFAS	E	9931	8868	02	Regular