

CITY OF OVERLAND PARK POSITION DESCRIPTION

TITLE:	Coordinator, Neighborhood Programs	BAND/LEVEL:	Prof II
DEPARTMENT:	Planning & Development Services	JOB NO:	3570
DIVISION:	Community Services	DATE:	8/1/2014
REPORTS TO:	Supervisor, Neighborhood Services	FLSA STATUS:	EX
FULL-TIME: <input checked="" type="checkbox"/>	PART-TIME: <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	COST CENTER: 605

REPLACES: Coordinator, Neighborhood Programs

DATE: 03/25/2012

JOB SUMMARY STATEMENT:

Provides program administration of the organizing, operating and planning support of neighborhood groups and homes associations within the City. Assists with ongoing Neighborhood Conservation Program development supporting inclusive civic engagement, to include, building resident and community relationships, developing community leaders, recruiting volunteers, training and assisting residents to develop and sustain organizations with capacity to identify and serve neighborhood needs, and facilitating cooperative working relationships among residents City staff and City Council. Works under direction of the Supervisor of Neighborhood Services and in cooperation with other Community Services staff. Assists with other current and long-range projects and tasks.

DUTIES AND RESPONSIBILITIES:

1. Operates a program of activities supporting inclusive civic engagement, to include: recruiting and developing skills of resident leaders, assisting leaders to identify concerns and programs of interest to residents, assisting in developing events and rituals to bring the community together, identifying areas of involvement in which residents can participate and take on increasing levels of responsibility; attending neighborhood meetings, responding to neighborhood requests, offering limited services to existing homes associations, facilitating communication between neighborhood groups and City departments, developing relationships with community organizations and other institutions to generate support for addressing resident issues, assisting groups to participate in an asset-based community planning process, providing staff support to the Conservation program's Executive Committee and other neighborhood group committees as necessary.
2. Coordinates start-up or re-activating organizational meetings for neighborhood areas. Plans, facilitates and monitors the interviewing and meeting of local residents and leaders during their organizing process to foster inclusive participation. Provides mentoring and feedback to neighborhood leaders. Acts as an advisor and technical resource to the organizing effort.
3. Identifies, plans and implements training programs based on resident training needs (such as conflict resolution, recruitment, team building, holding effective meeting, etc.). Provides or arranges training by utilizing skilled neighborhood leaders, whenever possible.
4. Provides planning and coordination for communication and training needs of existing neighborhood groups, to include: social media, traditional print, etc. Creates visual pieces, including notices of meetings and educational information with neighborhood groups and coordinates the printing and/or distribution. Uses the administrative and clerical support staff in the process.
5. Provides the technical data, miscellaneous information and assistance needed to organize and operate neighborhood groups. Educates neighborhood leaders and responds to their requests for technical information that could support their survey, study and/or resolution of neighborhood issues and their efforts to enhance the quality of life in their area.
6. Provides review and input on various elements of the City's Comprehensive Plan, as requested.
7. Assists with development of public infrastructure, parks, housing, grant, public safety and environmental projects and programs as well as their coordination with neighborhood leaders and groups.
8. Collaborates, cooperates and coordinates with other communities in Johnson County and the Kansas City metropolitan area on issues and programs that would further the success of neighborhood preservation in Overland Park. Maintains an awareness of initiatives and programs in the Kansas City metropolitan area that could benefit neighborhood preservation efforts in Overland Park. Identifies and collaborates with organizations and groups demonstrating successful programs and efforts. Maintains contacts with community leaders, governmental representatives, organizational leaders and professionals in the fields of neighborhood preservation and development and community building.

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9. Participates in emergency management operations for the City, as requested.
10. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
11. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

Bachelor's Degree in Community Development, Planning or a related field of study, or an equivalent combination of formal education and experience dealing with community building. Must possess an appropriate, valid driver's license and maintain an insurable driving record.

EXPERIENCE:

Three years experience in Neighborhood/Community Development, as well as one to two years in computer skills including word processing, database, GIS and publishing. Two years public administration (program) experience.

SKILLS:

1. Excellent oral and written communication skills
2. Facilitation and engagement skills
3. Project management
4. Proposal and/or grant writing
5. Team leadership skills
6. Working knowledge of windows-based presentation, spreadsheet, word-processing, and desktop publishing software applications
7. Graphic computer mapping
8. Attention to detail
9. Good listening skills
10. Working knowledge of Development review, Zoning and Housing concepts, as related to community development

MENTAL REQUIREMENTS:

1. Diplomacy and judgment when dealing with City employees and general public
2. Ability to train and guide others
3. Ability to analyze and recommend possible solutions
4. Ability to learn and understand PC software applications
5. Ability to make sound decisions
6. Ability to work in an environment with many interruptions
7. Ability to negotiate and/or mediate in a professional manner
8. Mental processing
9. Ability to remember names and faces & general background information about many people & issues

PHYSICAL REQUIREMENTS:

1. Ability to make and receive phone calls
2. Ability to operate a City vehicle
3. Hand and eye coordination adequate to operate office equipment
4. Ability to tour City facilities
5. Alpha and numeric recognition
6. Ability to speak to an individual or group for an extended period of time.

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SUPERVISORY RESPONSIBILITY (Direct & Indirect):

Direct - None

Indirect – Neighborhood Conservation Program Support Staff

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.