

THE CITY OF LOS ANGELES

CIVIL SERVICE COMMISSION

CLASS SPECIFICATION

03/14/02

COMMUNITY PROGRAM DIRECTOR, 2500

Summary of Duties: Responsible for planning, coordinating, evaluating, directing and implementing the activities and operations of one or more Community Based Service Centers or Service Networks; supervises a staff involved in developing, implementing and administering community service programs; applies sound supervisory principles and techniques in building and maintaining an effective work force; fulfills affirmative action responsibilities; and does related work.

Distinguishing Features: A Community Program Director directs the day-to-day activities of one or more Community Based Service Centers or Service Networks, or supervises a staff administering to one or more community service programs. An incumbent in this class normally supervises staff members, and is responsible for planning, coordinating, directing and evaluating the work of subordinate staff.

Example of Duties: A Community Program Director:

- ?? plans, organizes and supervises the social services programs and activities conducted at one or more Community Based Service Centers or Service Networks;
- ?? establishes new information sources and refines existing sources;
- ?? develops new methods for distribution of resource information and improves current techniques of resource development;
- ?? reviews relevant materials to keep abreast of new or changing information sources;
- ?? performs administrative functions related to the operation of the Center, such as budget development and review of expenditures;
- ?? researches and prepares reports and correspondence on program and administrative operations;
- ?? acts as a liaison between centers and its advisory groups to ensure community participation;
- ?? fulfills supervisory affirmative action responsibilities as set forth in the City's Affirmative Action program:

May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: It is desirable that the Community Program Director have the following knowledges and abilities:

Knowledge of:

- ?? the major principles, practices, and methods of developing, implementing, and administering community service programs;
- ?? social service programs and providers available in areas such as youth services, education, job training and employment, and counseling;

- ?? principles and methods of budgeting, governmental purchasing, and data interpretation
- ?? basic office and business procedures and practices;
- ?? supervisory principles and practices, including planning, delegating, and reviewing the work of subordinates;
- ?? techniques of training, instructing, and evaluating subordinates' work performance;
- ?? supervisory responsibility for equal employment opportunity and affirmative action as set forth in the City's Affirmative Action Program.

Ability to:

- ?? deal tactfully and effectively with clients in varying age groups, and social and economic backgrounds;
- ?? establish, maintain, and cultivate contacts and relationships with outside agencies, foundations, employers, and grant sources;
- ?? prepare and present oral and written reports, recommendations, and other materials clearly, concisely, accurately, logically, and convincingly;
- ?? work independently and complete assignments from only general instructions;
- ?? plan, organize, and direct the activities of staff.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

Requirements:

Graduation from a recognized four year college or university and two years of full-time paid professional experience as a Community Program Assistant or in a class at least at that level involved in social services programs for the community. Additional full time paid experience in work related to social services, community services, counseling, job training and employment programs, youth programs, child development or education may be substituted on a year for year basis for the required bachelor's degree.

License: A valid California driver's license may be required.

As provided in CSC Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties, responsibilities, and required qualifications of any position shall be.