

CITY OF SALINA
POSITION DESCRIPTION

CLASS TITLE: Community Relations Supervisor GR: Y FLSA: EX DATE: 8/24/2018

DEPARTMENT: Community & Dev. Services DIVISION: Community Relations

REPORTS TO: Dir. of Community & Dev. Services APPROVED: _____ JOB CODE: 7055

GENERAL DESCRIPTION:

Under the administrative direction of the Director of Community and Development Services, performs work of considerable difficulty administering implementation of the City's Comprehensive Plan, other adopted plans, and general community development planning through advanced level project management and program administration related to social justice, housing, economic development, neighborhood revitalization, transportation, and long-range planning activities. This position performs difficult and unusual work which requires significant interpretive judgement in variation from established standards and procedures.

TYPICAL DUTIES:

- Directs, conceptualizes, manages and administers a work program relating to the implementation of the City's Comprehensive Plan, housing plan, affirmative action plan, Community and Development Services Department priorities and other City associated plans and directional documents
- Supervises and/or directly manages a variety of community development and long-range planning programs, plans, and policy initiatives; serves as senior advisor on social justice, housing, economic development, neighborhood revitalization, transportation, and long-range planning; leads the development of related policy, funding, and implementation strategies; directs, manages, and maintains compliance of the City's Fair Housing Assistance Program (FAP); acts as City of Salina's ADA Coordinator
- Assists with the promotion of civic and human rights; oversees processing of local discrimination complaints; develops and implements City's Affirmative Action Plan; coordinates affirmative action data; develops programs to promote employment and utilization of minorities within the City of Salina's work force and the community
- Stays current with federal and state related programs, provides staff support and advises the Director of Community & Development Services, city management, and city boards and commissions
- Plans and conducts public outreach/participation activities including public meetings, events, and presentations; develops and coordinates media campaigns and strategies; manages media and community relations, and liaisons with other agencies, public groups, citizen committees, and other parties regarding community relations issues
- Identifies, applies for and administers grants to further implement the City's goals, plans, and other associated directional documents; performs complex research on proposed projects and regulatory matters; writes and interprets technical reports and maintains a wide variety of records; completes policy analysis and framing
- Performs other duties as assigned

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:

Direct oversight of division staff.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

Bachelor's degree in planning, public administration, business, public relations, political science or related field; five years of experience in community relations or public administration. Possession of a valid Kansas driver's license. Preferred qualifications include: Master's degree from accredited college, AICP certification and two years in supervisory role; experience in social justice, housing, economic development and/or neighborhood revitalization.

RESIDENCY REQUIREMENTS:

None.

ESSENTIAL JOB FUNCTIONS:

Respond promptly, courteously and professionally to inquiries, concerns and complaints. (Daily)

Demonstrate staff development and management expertise. (Daily)

Knowledge of local, state and federal regulations relevant to program areas and the principles and practices of community development. (Daily)

Knowledge of the role, function, and staffing of boards and commissions in regards to governmental management and community engagement. (Daily)

Display leadership and give direction, evaluate performance and establish measurable goals. (Daily)

Maintain and exhibit discretion and integrity at all times when handling confidential information. (Daily)

Demonstrate relationship building skills, have a comfortable public presence and be able to convey multiple community interests. (Daily)

Demonstrate ability to plan and manage all portions of multiple, complex community development and/or planning projects. (Daily)

Demonstrate ability to meet deadlines, and define, measure, and evaluate results. (Daily)

Demonstrate the ability to produce technical reports and other correspondence. (Daily)

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTION:

Work Type: Light, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Climbing/Balancing: Minimal ability to sit and stand

Walking: Minimal amount required

Stooping/Bending: Minimally

Stand/Sit: Sit about 70 percent of the time

Reaching: Frequent, overhead as well as horizontal

Vision: Adequate to perform essential job functions

Color Vision: Adequate to perform essential job functions

Hearing: Adequate to perform essential job functions

Speech: Frequently express ideas and be understood

Eye/ Hand/ Foot/ Coordination: Frequently operates equipment requiring moderate ability

Manual Dexterity: Frequently operates equipment requiring moderate ability

ESSENTIAL JOB FUNCTION EXPOSURES:

Inside/Outside: Works inside and occasionally outside

Cold/Heat: Controlled, with adverse conditions possible

Wet/Dry: Controlled, with adverse conditions possible

Noise/Vibrations: Office equipment

Hazards: None

Fumes/Dust/Odors: None

Infectious Diseases: Low exposure

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend written material.

Ability to listen to and apply information and instructions.

Ability to communicate effectively, both orally and in writing.

Ability to organize files.

Ability to work under some stressful conditions and meet deadlines.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS USED:

Computer, copy machine, adding machine, calculator, telephone, recording equipment and fax machine.

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all of his/her duties.