



## CITY OF CHINO

### Community Services Specialist

#### **Definition:**

Under general supervision, assists in conducting recreation programs, community center activities, special events, and providing specialized mental health, juvenile justice, and social services programs and services for groups or individuals in various program/service areas of the Community Services Department, which include Human Services, Neighborhood Services, Recreation, Seniors, Special Events, and Tiny Tots; and performs related work as assigned.

#### **Class Characteristics:**

The Community Services Specialists are expected to perform their duties independently and may train or supervise Community Services Leaders.

#### **Essential Functions:**

##### All Assignments

- Work with community to promote recreational and human services programs; interact with schools, parents, and children.
- Assist in determining personnel, equipment, and material needs for program activities.
- Assist in developing program guidelines, procedures, and forms.
- Conduct research; prepare and generate reports; compile and analyze statistical data.
- Coordinate, promote, implement, and evaluate program activities as assigned.
- Organize and schedule activities, special events, or programs.
- May supervise or train part-time employees and/or volunteers.
- Assist with collection and accounting of monies; maintain files and records; provide input on the needs of personnel, equipment, and supplies for program activity areas.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

##### Human Services

- Assist in planning, promoting, delivery, and evaluating new and existing specialized programs; maintain records and monitor requirements of County, State, and Federal funding sources.
- Assist in implementing and administering projects designed to prevent drug, tobacco and child abuse, alcoholism, and other mental/emotional disturbances; ensure that legal restrictions are followed.
- Respond to requests for assistance for services and programs provided to the community.
- Assist in implementing and executing counseling and educational programs.

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- Provide technical and administrative support to Human Services supervision and staff; assist in the development and implementation of administrative methods for new programs.

### Recreation

- Organize and schedule leisure time activities such as after-school programs, sports programs, teen activities, senior activities or special events.
- Assist with class registration including the collection and accounting of monies; maintain files and records; provide input on the needs of personnel, equipment, and supplies for program activity areas.

### **Qualifications:**

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. A typical example includes:

### All Assignments

#### **Knowledge of:**

- Methods for identifying community needs.
- Theories, concepts, principles, and practices common to field of assignment.
- First Aid methods and safety practices.
- Statistical analysis and report preparation.
- Supplies and activities of assigned program.

#### **Ability to:**

- Conduct research and prepare reports; compile and analyze statistical data; maintain accurate records.
- Work safely and efficiently.
- Demonstrate initiative.
- Promote activities of assigned program.
- Effectively work with individuals having varied socio-economic backgrounds.
- Interact with the business community, school personnel, parents, and children.
- Determine personnel, equipment, and material needs for program activities.
- Develop program guidelines, procedures, and forms.
- Demonstrate good organizational skills.
- Deal constructively with conflict and develop effective resolutions.
- Understand and follow verbal and written directions.
- Communicate clearly and concisely, both orally and in writing.
- Deal tactfully and courteously with internal and external customers.
- Understand, explain, and apply policies and procedures.

### Human Services

#### **Knowledge of:**

- Methods and techniques of counseling.

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- Laws and regulations governing the conduct of social services programs.

### Education:

- High School Diploma or G.E.D. (Required).
- Two years of college level course work in recreation, sociology, social science, or a related field. (Desirable)

### Experience:

- One year of paid or volunteer experience in the area of assignment.

### Special Requirements:

- Work a part-time varying and flexible schedule, Monday through Friday, weekends, evenings, and occasional special events (hours/days will be adjusted as needed).
- Some positions may require a valid California Driver's License and a satisfactory driving record. Depending upon assignment, possess a valid Class B California Driver's License with passenger endorsement, school bus endorsement, and/or school bus driver certificate in order to operate a passenger van and/or bus in accordance with established rules, regulations, and policies.
- Bilingual skills (Spanish) desired. Some programs do require bilingual skills and will indicate so on the job announcement.
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

### Physical Profile:

Category II – Moderate Physical Effort: Work assignments for this category require moderate physical exertion associated with the ability to lift, carry, push, pull or climb.

Characteristics: Work assignments for this category are normally located in a work environment which has no unusual physical requirements or environmental conditions, unless separately identified. Positions in this category require only light physical effort while performing such functions as typing, writing, filing, computing, operating light office equipment, interviewing, counseling, researching, planning, analyzing, and supervising. Positions allocated to this category are distinguished by a lack of duties involving strenuous activities. These positions seldom lift more than 20 pounds.

### Details:

Department/Division: Community Services  
Reports To: Community Services Coordinator

### Possible Career Advancement Opportunities:

From: Community Services Specialist  
To: Community Services Coordinator

### Employee Unit:

Part-time/Temporary/Seasonal

## Community Services Specialist

Revised: 04/23/21.

Replacing Community Services Specialist classification specification dated 10/06/14.