

COMMUNITY SERVICES PROGRAM SPECIALIST 1

KIND OF WORK

Advisory and informational work in community service programs.

NATURE AND PURPOSE

An employee in this class performs technical work providing advice and information, monitoring, and recommending action on programs or grants administered by state agencies. Work receives technical review during progress and upon completion.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Provides community service organizations with information regarding program services and/or grant eligibility and requirements so that the public will be aware of the availability of technical assistance, program services and grant money.

Develops a working knowledge of federal, state, and private regulations so that accurate and complete advice and information regarding program services and grants can be provided to the public.

Assists in data collection and analysis, and the presentation of information so that projects can be completed in a timely manner.

Assists higher-level employees in determining needs of the community so that these needs can be addressed by available assistance, or new programs can be developed.

Assists in the development of advisory and informational materials (e.g., brochures, newsletters, training manuals, etc.) so that the public can be informed of problems within the community and aware of available assistance.

Serves as liaison between community and state agency so that community needs and concerns are communicated to state agencies.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Ability to:

Establish and maintain effective working relationships with government officials and members of the community.

Speak and write effectively.

Comprehend and interpret relevant laws, regulations, and administrative procedures.

Est.: 11/80
Rev.:
Ckd.: 10/91

T.C.:
Former Title(s):