

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3320

TITLE: NEIGHBORHOOD AND COMMUNITY REGIONAL DEVELOPER I

GRADE: S-25

DEFINITION:

Under general supervision of the NCS Regional Manager, coordinates community resources to increase access and utilization and to build the communities capacity to respond to critical needs with a specific focus on efforts internal to NCS facilities; develops and manages resources and partnerships that support services provided to the community; works closely with staff from NCS facility-based programs to determine needs and identify areas where community support and resources can strengthen the County's ability to provide services to youth, families, older adults, neighborhoods and communities, and persons with special needs; builds partnerships between these programs and individuals and communities to develop and maintain services; and performs related work as required.

DISTINGUISHING CHARACTERISTICS:

Coordinates and supports community resources to provide greater access and utilization of human services programs.

ILLUSTRATIVE DUTIES:

(The illustrative duties listed in this specification are representative of the class but are not an all inclusive list. A complete list of position duties and unique physical requirements can be found in the position job description.)

Collaborates with public and community organizations, businesses, faith groups, and citizens groups in targeted neighborhoods to provide service support and resources;

Identifies community assets and resources and shares with the community information about county programs and services;

Researches, gathers, and provides information and data, technologies and institutional model for regional strategic planning purposes;

Responsible for regional strategic plan;

Responsible for volunteer management efforts for the entire region, to include recruitment and retainment efforts;

Responsible for regional special event coordination to include partner and participant support, public information efforts, and evaluation efforts;

Responsible for integration of direct inclusion efforts and strategies at all regional NCS facilities, with primary support from the Disability and Inclusion Activities and Resources Division of NCS;

Responsible for strategy implementation, and accountable for outcomes of that implementation.

Responsible for the identification and monitoring of emerging issues and the sharing of that information with the broader system to help proactively conduct activities to offset the impact of these issues;

Prepares administrative reports as necessary for the administration of regional programs and services, to include monthly statistical reports;

Ensures contractual and fiscal paperwork is complete and accurate;

Receives and investigates citizen and partner complaints, providing timely and appropriate responses.

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REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

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Knowledge of mission, goals, and objectives of the department and region;

Knowledge of program design, development, execution and evaluation of outcomes;

Knowledge of the principles, practices, and techniques relating to the department operations;

Knowledge of legislation that impacts the regional delivery of services and programs;

Knowledge of cultural differences and diversity issues;

Ability to select and recommend relevant fact-finding techniques (e.g., interview, case analysis, observation, research, surveys, benchmarking, process mapping) to support studies, assessments and evaluations;

Ability to design studies and assessments to identify patterns and trends in data, and to describe/structure findings;

Ability to develop and evaluate solution proposals and recommend the most appropriate alternative for implementation based on relative benefits, costs and overall impact on the project, program or organization;

Ability to facilitate and lead a project team;

Ability to communicate with a diverse population;

Ability to communicate and coordinate across functional boundaries;

Ability to manage and resolve conflict.

EMPLOYMENT STANDARDS:

Graduation from an accredited four year college or university with a bachelor's degree in social services or human services, or with major course work in a specialty that confers within a community-based service delivery setting (for example, child development and family studies, education, public administration, recreation), or other related field; PLUS three years of professional work experience in human services or related field.

CERTIFICATES AND LICENSES REQUIRED:

None.

NECESSARY SPECIAL REQUIREMENTS:

New County employees must satisfactorily complete a criminal background check and a check of the Child Protective Services Registry. May be required to provide emergency services work in the event of an emergency or disaster.

REVISED: June 28, 2010

ESTABLISHED: July 18, 2007