

**CITY OF SOLANA BEACH**  
**COMMUNITY SERVICES**  
**COORDINATOR**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**DEFINITION**

Under functional supervision, administers the City's Public Art Program, coordinates cultural and community special events, provides information and assistance to the public regarding community service events and performs other special projects and related duties as assigned.

**CLASS CHARACTERISTICS**

This is a single incumbent position serving in the Community Services Department and reporting to the Sr. Management Analyst / Assistant to the City Manager. The Community Services Coordinator is responsible for the administration and coordination of public art projects and programs and coordination of public information regarding community events, including but not limited to the publication of the City's community newsletter, media / press releases, public art project Requests for Proposals and other duties as assigned. The Community Services Coordinator is a part-time, classified non-FLSA exempt position.

**ESSENTIAL JOB FUNCTIONS**

*The following duties are typical for positions in this classification. Incumbents may not perform all listed job functions, nor are all listed duties necessarily performed by everyone in this class depending upon business need and changing business practices:*

- ◆ Plans and coordinates special events sponsored by the City.
- ◆ Coordinates activities with other City departments, public jurisdictions, and organizations.
- ◆ Coordinates the City Hall Art Gallery program including researching and selecting appropriate artists; provides information to artists in the utilization of City Hall as an art gallery; and coordinates art-gallery openings.
- ◆ Provides information to the public; organizes and participates in public workshops as needed.
- ◆ May assist staff advisor or serve as staff advisor to the Public Arts Advisory Committee; post PAAC agenda and take minutes at the PAAC meeting; serve as liaison to the PAAC as needed.
- ◆ Serves as editor and oversees the production of the City Newsletter; prepares news releases, public service announcements, and promotional maps and fliers.

- ◆ Supervise and coordinate community and City programs, outreach and enrichment.
- ◆ Represent the City in the community at meetings and events as required.
- ◆ Plan and implement informational programs to stimulate and maintain community interest in the City's public art program.
- ◆ Perform other related duties as assigned.

**QUALIFICATIONS GUIDELINES**

Education, Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- ◆ Equivalent to a two-year Associates Degree from an accredited college with course work in the field of art, community services, public relations, public administration or similar field or graduation from high school or equivalent, supplemented by specialized training in art, public relations, community services, or public administration.

Experience:

- ◆ Two years experience involving project management skills including art production, public relations, interaction with media relations, community services and activities, community recreation programs, or similar experience.

Knowledge, Skills and Abilities

Knowledge of:

- ◆ Modern office equipment, operation and procedures, including multi-line telephone systems, typewriters, computers, adding machines, photocopiers, and other related office equipment.
- ◆ Office Management principles.
- ◆ Proper English usage, punctuation, grammar, and spelling and business letter writing.
- ◆ Effective methods and techniques in customer service and telephone caller handling.
- ◆ A variety of software applications as required by job assignment.
- ◆ General arts legislation and programs.
- ◆ Knowledge of principles of visual arts and knowledge of the City of Solana Beach Public

Art Program.

- ◆ Community outreach, marketing and relations.
- ◆ Media relations and public service announcement procedures and principles.
- ◆ Knowledge of public meeting laws and practices in accordance with the Brown Act.

Skills and Ability to:

- ◆ Implement community public relations programs, announcements and relationships.
- ◆ Arrange, coordinate and manage special events, community events, and city activities.
- ◆ Manage and oversee the City's Public Art Program in accordance with established guidelines and principles.
- ◆ Exercise good judgment and flexibility in response to dealing with the public, the City's Public Art program, in representing the City, or in response to changing situations.
- ◆ Apply and explain regulations, policies and procedures.
- ◆ Communicate clearly and concisely, both orally and in writing.
- ◆ Establish and maintain cooperative and effective working relationships with those contacted in the course of work.
- ◆ Maintain records and perform assigned program activities in accordance with established practices and general instructions; perform detailed and multi-task activities.
- ◆ Operate modern office equipment, including a multi-line telephone system and computers and computer software.
- ◆ Receive the public in person and/or over the telephone.
- ◆ Transcribe recorded meetings.
- ◆ Understand and follow written and verbal instructions.
- ◆ Use correct English grammar, punctuation and spelling.
- ◆ Work independently.

Special Requirements

- ◆ Possession of a valid Class "C" California driver's license with a satisfactory driving record.

**PHYSICAL AND MENTAL DEMANDS/WORKING CONDITIONS**

*The physical and mental demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.*

- ◆ Mental function: Includes reading, writing, mathematical computations, operating a computer, problem solving, managing multiple projects, calmly handling complaints and problems from irate citizens or contractors, and decision making under stressful conditions.
- ◆ Productivity: Incumbents must perform work in an efficient, effective and timely manner with minimal direction.
- ◆ Mobility: Incumbents require sufficient mobility to work in an office setting and operate office equipment. Incumbents may be required to perform light lifting and carrying, file documents in various locations and heights, and sit, stand, walk, remain seated, and work at a video display terminal for prolonged periods of time.
- ◆ Vision: Vision sufficient to read small print, computer screens, and printed documents, and to operate assigned equipment.
- ◆ Hearing: Incumbents are required to hear in the normal audio range with or without correction.
- ◆ Environment: Normal office setting with some travel to attend meetings. Incumbents may be required to work at both indoor and outdoor environments; individuals may be exposed to noise, dust and inclement weather conditions.
- ◆ Other factors: Incumbents may be required to work extended hours including evenings and weekends. Incumbents may be required to travel outside City boundaries to attend meetings and to use a personal vehicle in the course of employment.

Adopted: October 12, 2005

