

COMMUNITY SERVICES PROGRAM DEVELOPER

CLASS SUMMARY

Under general direction – assists in planning and implementing community services programs and courses; assumes and performs related duties and responsibilities, as required.

REPRESENTATIVE DUTIES

Creates, develops, plans and coordinates programs for community services events and courses including cultural, senior citizen and educational programs. Schedules dates and times of program. Composes and designs community services brochures. Registers public and obtains fees for classes, seminars or tours. Schedules planetarium school performances. Notifies public of enrollment and general information on programs.

ORGANIZATIONAL RELATIONSHIPS

This class reports to the Community Services Supervisor and assists in the daily direction of part-time personnel and student workers. This class works with Instructors and relates to the public daily.

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience

Any combination of training and/or experience equivalent to a two-year college program with emphasis on public relations, office organization and program coordination. Also required are two years of experience involving public contact, coordination or community relations.

Knowledge and Abilities

Good Knowledge of: college policies procedures, goals and objectives relating to community services programs, principles of public relations, principles of planning related to organized activities; excellent writing skills and demonstrated articulation, procedures for preparing materials.

Ability to: plan, organize, and operate a program effectively, maintain effective liaison with administrative personnel, faculty, students and the public; speak articulately and write effectively; develop publicity materials; maintain accurate schedules; work independently and responsibly; learn word processing and desk-top publishing software.