

Saddleback Valley Unified
School District

Range 24
Community Services
Management and
Child Care Management
Salary Schedule

COMMUNITY SERVICES SPECIALIST I

DEFINITION

Under direction, develop, organize, and manage community service programs as determined; and to perform related work as required.

EXAMPLES OF DUTIES

Plan, initiate, and organize community service programs, activities and services; schedule and assist in supervising staff; assist in selecting and evaluating staff; maintain records and prepare reports as required; and develop or update fliers as needed.

QUALIFICATIONS

Knowledge of

Community Service programming and the reporting requirements of the District.

Ability to

To effectively communicate with the public and District personnel; direct, plan, and organize various programs; understand and carry out oral and written instructions; establish and maintain cooperative working relationships; maintain records, equipment and facilities in an effective and efficient manner.

Experience

Two years of progressively responsible experience in the community services field.

Education

Completion of one year of college coursework related to community services or allied fields, or related job experience. A.A. degree preferred.

Physical Performance Requirements

Considerable standing or walking, requiring some bending, stooping, squatting and twisting. Frequent sitting or squatting on the floor. Lifting of tables, chairs, supply boxes and other program supplies often involved. Weight of materials will vary, with employee regularly lifting and maneuvering 20 to 30 pounds and occasionally lifting and maneuvering up to 50 pounds, generally with assistance. May be required to lift a child on occasion.

Licenses

Possession of a valid California Driver's License; ability to obtain First Aide Certificate and CPR Certificate.

Approved: December 1, 1987

Revised: November 14, 1990 effective July 1, 1990

Revised: June 23, 1998

Board Approved & Revised: February 14, 2012

Revised & Approved: September 10, 2013

Revised & Approved: October 8, 2013