

\$18/m. - \$27/m.

COLUMBIA CITY
POSITION DESCRIPTION
An Equal Opportunity Employer

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POSITION TITLE: Community Engagement Specialist	DEPARTMENT: Community Dev.
CLASS TITLE:	REPORTS TO: Community Dev. Director

EMPLOYMENT STATUS: Full-Time

F.L.S.A.:

JOB RESPONSIBILITIES:

Coordinates and interacts with community members, non-profit organizations, and outside vendors; Oversee and Manages the Test Kitchen; Assists the Community Development Director in coordinating and facilitating public works projects; Works closely with other department heads; Organize and manages certain boards, commissions, and committees; lead efforts for beautification and cleanliness of the city.

ESSENTIAL FUNCTIONS:

Responsible for carrying out the City's goals; works with project contractors and engineers to review project costs, status, completion and goals; coordinates public work projects between city officials, department heads, contractors and developers; visit work sites; manage different boards, commissions, and committees as assigned; provides information on progress of projects and recommends payment of vendors to Community Development Director and/or the Mayor.

Act as the local liaison with local organizations and groups for quality of life and/or business attraction projects; provide leadership and coordination on community development projects; research grant opportunities and write grant applications in coordination with city's grant administrator; spearhead beautification efforts on major corridors and in the downtown area.

Administer and lead the city's test kitchen; manage test kitchen schedules and customer accessibility; communication with customers, school administrators, and city staff on successes, challenges, and operations of the test kitchen; create policies and attract community-based programs for the kitchen.

OTHER DUTIES AND RESPONSIBILITIES:

Prepare reports on activities for City Council and Board of Works.

Speak to various groups as assigned.

Perform other related duties as assigned or required.

Date Adopted: 01/01/2024
Date Revised:

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POSITION TITLE: Community Engagement Specialist

POSITIONS SUPERVISED:

None

KNOWLEDGE, SKILLS AND ABILITIES:

(*Indicates developed after employment)

Knowledge of: budgeting; program administration; data processing techniques and procedures; Federal and State laws and regulations; local ordinances*; City planning principles; organizational goals, objectives, policies, procedures, structure and process*; safety practices and procedures; certification/licensure requirements; government grant programs; public relations; resource management; personnel administration; public administration; and safety policies and procedures.

Skill in: computer operation; writing; math; and communications.

Ability in: interpret extensive variety of technical material in books, journals and manuals; define problems, collect data, establish facts and draw valid conclusions; understand, interpret and apply mathematics; prepare accurate documentation; compile and prepare reports; communicate effectively; understand a variety of written and verbal communications; handle sensitive inquiries from and contacts with officials and general public; develop and maintain effective working relationships; resolve complaints; and travel to and gain access to work site.

EQUIPMENT OPERATED:

Computer, printer, copier, scanner, telephone, iPad, ATV/UTV, landscaping equipment, and vehicle.

WORKING CONDITIONS:

Works primarily in an office environment; can work multiple hours per week outside for projects, construction, or beautification activities.

Some after-hours work may be required to accomplish projects or attend board/commission/committee meetings.

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QUALIFICATIONS:

Any combination of education, training and experience, which provides the necessary skill, knowledge and ability to perform the work of this position such as a college degree in Public Administration, Business Administration, or a college degree and related experience in economic and community development methods within the government sector.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Valid driver's license.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, department head or designee.

My signature below signifies that I have reviewed and understand the contents of my position description. I am aware of the requirements of my position and will perform to the best of my ability, the job requirements specified in this position description.

Approval of Department Head

_____/_____/_____
Date

Employee's Signature

_____/_____/_____
Date