



Salton Community Services District
1209 Van Buren Ave. P. O. Box 5268
Salton City, CA 92275
Phone: 760-394-4446
Fax: 760-394-4242

NOTICE OF OPEN POSITION
THIS POSITION WILL BE OPEN UNTIL MARCH 22, 2022, OR UNTIL FILLED.
COMMUNITY RESOURCES AGENT

Definition:

Under General Manager Direction, oversees and coordinates community-oriented programs and activities within assigned department; implements program goals and objectives; and performs a variety of administrative, professional, and technical tasks in support of Salton Community Services District area of responsibility.

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Duties (including but not limited to):

- Recommend and assist in the implementation of goals and objectives for Salton Community Services District Community.
- Prioritize assigned projects to effectively meet critical deadlines.
- Promote and coordinate specific activities within assigned program area: prepare informational material including flyers, schedules of events, pamphlets, and brochures as appropriate.
- Maintain records and develop reports concerning new or ongoing programs and program effectiveness of assigned program area: recommend and implement modifications as appropriate.
- Assist others during the performance of their work.
- Respond to public inquiries in a courteous manner: provide information within the area of assignment: resolve complaints in an efficient and timely matter.
- Participate in the preparation and administration of assigned programs.
- Monitor program compliance with laws, rules and regulations related to provision of community services and related services.
- Respond to the City's Emergency Operations Center in the event of an emergency.

Knowledge of:

Operations, services, and activities of a community-oriented services program. Principles and practices of community services program development and implementation. Basic procedures, methods and techniques of budget preparation and control. Recent developments, current literature and information related to community services. Office procedures, methods, and equipment including computers and applicable software applications.

Ability to:

- Coordinate and direct community services programs.
- Recommend and implement goals and objectives for providing community-oriented programs.
- Elicit community and organizational support for community services programs.
- Bilingual (Spanish).
- Prepare and administer community services program budgets.
- Allocate limited resources in a cost-effective manner.
- Prepare clear and concise reports
- Manage multiple projects and meet timelines.
- Operate office equipment including computers and supporting software applications.
- Communicate clearly and concisely, both orally and writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Experience:

Five-year experience in Community Services and Public Administration (PREFERRED).

Training:

Equivalent to completion of the twelfth (12th) grade. Five-year of increasingly responsible community oriented program experience including one year of administrative responsibility.

License and Certificate:

- Must currently possess a valid driver's license.

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