APPLICATIONS ACCEPTED THROUGH 5:00 P.M. TUESDAY, MARCH 23, 2021

NEIGHBORHOOD INITIATIVES COORDINATOR – NEIGHBORHOOD SERVICES DEPARTMENT

Starting Salary: $38,324-$40,580/YR. w/Benefits

*This position is designated as safety/security sensitive and is subject to pre-employment, reasonable suspicion and random drug and alcohol screening.

GENERAL DESCRIPTION OF POSITION

The incumbent identifies, investigates, plans, coordinates, and problem solves quality of life issue that impact Midwest City’s neighborhoods. Acts as a City liaison to neighborhoods. Serves as organizer of focused efforts in neighborhoods involving the coordination of City programs and services, community services and volunteer efforts.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Works closely with neighborhoods to assist them in organizational activities and problem solving. Activities may include security and safety issues, identifying drug and disorderly houses, identifying those in need of social services, dilapidated properties, improved property maintenance, beautification and clean up efforts, code enforcement, identifying capital improvement needs and overall improvements impacting the neighborhood.
2. Consolidate City efforts in neighborhood organization.
3. Encourage and provide support to neighborhoods seeking to organize.
4. Develop and maintain a neighborhood newsletter format, community calendar, directory of City services, brochures, information center to support the facilitation of information on a neighborhood level.
5. Assist in identifying at-risk neighborhoods that may be targeted for priority attention.
6. Works closely with other City departments to insure coordination of focused efforts in at-risk neighborhoods.
7. Coordinates with the Police Department to provide increased community policing as needed.
8. Supports family and youth oriented activities and services on a neighborhood level through information and referral.
9. Encourages and participates in public and private partnerships to improve neighborhoods.
10. Interacts and networks with community organizations, churches, schools, social service agencies and volunteer groups.
11. Develops and implements community outreach programs and activities which promotes awareness and use of City services and programs.
12. Identifies barriers that impede neighborhood improvement.
13. Monitors and assesses need for new, continued or expanded program services.
14. Compiles and maintains neighborhood specific information to include geographically based crime statistics, ownership records, survey information, etc.
15. Monitors and reports on progress and maintains activity reports in neighborhoods.
16. Assist Code Enforcement, including initiating inspection of violations, including building and property, throughout the city and/or refers appropriate violations to other city departments and outside agencies.
17. Maintains and oversees the food pantry, including checking items to verify they are not damaged or out of date, stocking food items, boxing food for the public, and keeping the food pantry area clean and sanitary.
18. Works closely with the Police Department on Crime Free, CPTED, and sex offender notifications.
19. Operates city vehicle on a regular basis.
20. Perform any other related duties as required or assigned.

COMMUNICATION SKILLS
Ability to read, analyze, and understand general business/company related articles and professional journals; Ability to speak effectively before groups of customers or employees.

MATHEMATICAL SKILLS
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

CRITICAL THINKING SKILLS
Ability to solve practical problems and deal with a variety of known variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

MENTAL DEMAND
Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization’s administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

PUBLIC CONTACT
Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

EMPLOYEE CONTACT
Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.

WORKING CONDITIONS
The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Outside working environment, wherein there are disagreeable working conditions part of the time. While performing the functions of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES
The following physical activities described here 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 the essential functions and expectations. Semi-repetitive, low physical. Semi-repetitive type work which requires periods of concentration for varied time cycles as prescribed by the tasks. While performing the functions of this job, the employee is regularly required to use hands to finger, handle, or feel, talk or hear; frequently required to stand, walk, sit, reach with hands and arms; and occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; and peripheral vision.

**EDUCATION AND EXPERIENCE**

High school graduate or equivalent of four years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college, plus 2 years related experience and/or training, or equivalent combination of education and experience or Bachelors degree in Political Science, Business Administration, Social Science or related field and experience in neighborhood preservation, organization and community relations helpful. Grants experience preferred. Must possess a valid Oklahoma driver license and be insurable.

**ADDITIONAL INFORMATION**

The nature of the work demands skills of some breadth. Work consists of variable situations requiring independent judgment on the part of the employee. The employee must combine some technical knowledge with administrative skills. Employee will attend night meetings on a regular basis; therefore, the schedule must be flexible (ie: 12 noon - 9 pm on meeting nights and 8:00 am - 5:00 pm on non-meeting nights) to accommodate the work load.

This classification is a "safety-sensitive" position as defined by the United States Department of Transportation drug and alcohol testing regulations, the Oklahoma Standards for Workplace Drug and Alcohol Testing Act and/or Oklahoma Medical Marijuana laws. As a "safety-sensitive" classification, you will be subject to drug and alcohol testing, including random testing. Marijuana is one of the substances included in the drug panel screening. Possession of a medical marijuana license will not excuse you from the testing process, or the consequences of testing positive for marijuana.

*This is a job posting abbreviated from the full job description. For the full job description, please contact Human Resources.*