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### **Job Specification 01303**

## **COMMUNITY ORGANIZATION SPECIALIST**

### **DEFINITION**

Under direction in an assigned geographical area, participates in achieving the city's community development goals by organizing residents into an ongoing citizen participation network with emphasis on block clubs and tenant organizations; does other related duties as required.

**NOTE:** The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

### **EXAMPLES OF WORK:**

Conducts door-to-door visits and establishes communication with residents and existing organizations in the area (social clubs, PTAs, and so forth).

Participates in civic activities to give leadership by example.

Maintains a positive outlook when giving leadership to the public.

Communicates with the public by writing and disseminating informational and motivational material such as leaflets.

Arranges public meetings.

Trains residents in activities necessary for them to assist the administration in accomplishing the city's community development goals; for example, to develop and maintain a community garden, to establish a tutoring program for neighborhood youth, to participate as a group in cooperative wholesale purchasing.

Helps residents express ideas, formulate goals, and devise techniques for achieving them.

Participates in projects or campaigns affecting the area.

Is responsible for outreach work for all city departments and agencies that give services in the area.

Recruits for city, state, and federal agencies.

Provides training and technical assistance to residents in setting up their organizations, conducting meetings, preparing bylaws, and so forth.

Gathers data which will help the agency in responding to citizens' needs including conducting specific surveys.

Helps develop citizen participation mechanisms when required for funded programs including assisting in conducting elections.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

**REQUIREMENTS:****EXPERIENCE:**

One (1) year of experience in some aspect of organizing groups of people in such fields as trade unionism, community organization, political action, or fund raising.

**LICENSE:**

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

**KNOWLEDGE AND ABILITIES:**

Knowledge of community residents and characteristics of the area, and of available services and programs in the area.

Ability to perform research in the community.

Ability to recognize and develop potential leaders in the community.

Ability to conduct meetings.

Ability to recognize developing social problems and recommend preventive action to avert crises.

Ability to plan activities for small groups.

Ability to suggest strategies for realization of community expectations.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

CODES: LG - 01303

RKR

4/29/97

This job specification is for local government use only.

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