

**CITY OF EL PASO, TEXAS**  
**DEPARTMENT HEAD'S SUMMARY REQUEST FOR COUNCIL ACTION (RCA)**

**DEPARTMENT:** Human Resources

**AGENDA DATE:** 06/12/07

**CONTACT PERSON/PHONE:** Human Resources, Linda Ball Thomas, (915) 541-4509

**DISTRICT(S) AFFECTED:** N/A

**SUBJECT:**

**APPROVE:** Resolutions for the creation of Job Specifications for Neighborhood Services Coordinator.

**BACKGROUND / DISCUSSION:**

The creation of these job classes was requested by the Community and Human Development Director to implement the strategic restructuring plan for Quality of Life portfolio. No current specifications adequately describe the nature, scope and level of the assignments and requirements for these positions.

**PRIOR COUNCIL ACTION:**

N/A

**AMOUNT AND SOURCE OF FUNDING:**

Budgeted for FY/2007  
Funding Source: 71010277-01101-51000

**BOARD / COMMISSION ACTION:**

Per Civil Service Commission approval on 05/24/07

\*\*\*\*\*REQUIRED AUTHORIZATION\*\*\*\*\*

**LEGAL:** (if required) \_\_\_\_\_

**FINANCE:** (if required) \_\_\_\_\_

**OTHER:** \_\_\_\_\_

(Example: if RCA is initiated by Purchasing, client department should sign also)

*Information copy to appropriate Deputy City Manager*

**APPROVED FOR AGENDA:**

**CITY MANAGER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**RESOLUTION**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:**

That the Classification and Compensation Plan shall be amended, as recommended by the Civil Service Commission. The class of **Neighborhood Services Coordinator** is hereby created as specified in the duties and responsibilities attached hereto. The Code is **10700**. The Grade is **PM 130**.

**PASSED AND APPROVED this 12th day of June, 2007.**

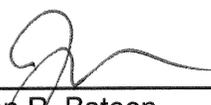
THE CITY OF EL PASO

\_\_\_\_\_  
John F. Cook  
Mayor

ATTEST:

\_\_\_\_\_  
Richarda Duffy Momsen  
City Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
John R. Batoon  
Assistant City Attorney

APPROVED AS TO CONTENT:

\_\_\_\_\_  
Linda Ball Thomas  
Human Resources Director

APPROVED BY THE CIVIL  
SERVICE COMMISSION:

Date: May 24, 2007

By: \_\_\_\_\_  
Secretary

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JOHN COOK  
MAYOR

JOYCE WILSON  
CITY MANAGER

LINDA BALL THOMAS  
HUMAN RESOURCES DIRECTOR



CITY COUNCIL  
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SUSANNAH M. BYRD, DISTRICT 2  
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*6/1/07*

## HUMAN RESOURCES DEPARTMENT

**TO:** Civil Service Commission  
**FROM:** Linda Ball Thomas, Human Resources Director *[Signature]*  
**SUBJECT:** New Job Specifications  
**DATE:** May 17, 2007

The Human Resources Department recommends Civil Service Commission approval of the job classification items listed below. See attached proposed job specifications.

	<u>TITLE</u>	<u>CODE</u>	<u>GRADE</u>
PROPOSED	Affordable Housing Finance Coordinator	10645	PM 132
PROPOSED	Neighborhood Service Coordinator	10700	PM 130

The creation of the proposed job classes was requested by the Community and Human Development Director to implement the strategic restructuring plan for the Quality of Life portfolio. No current specifications adequately describe the nature, scope and level of the assignments and requirements for these positions.

The proposed job specifications were written in the standard style and format and were reviewed by the Community and Human Development Department Director and the Human Resources Director. The City's current methodology for evaluating jobs was then applied. The recommended grades shown above establish an externally competitive as well as equitable relationship with respect to other City job classes.

This recommendation is being made pursuant to:

Civil Service Rule 4, Section 2 a & b. Classification of New Positions:

*"a. The creation of a new position is subject to approval through the budgeting process based on needs demonstrated by the Department Head concerned. If the Human Resources Director determines that no appropriate class exists, a new class shall be submitted to the Civil Service Commission for approval and then to City Council for adoption."*

*"b. Whenever a new position is proposed, the Department Head shall forward to the Human Resources Director a description of the proposed duties and responsibilities of the position. The Human Resources Director shall, after a study of the Department Head's proposal, make changes if necessary, recommend the appropriate class and grade in the*

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## JOB SPECIFICATION

Code 10700  
Grade PM: 130

# NEIGHBORHOOD SERVICES COORDINATOR

### **General Purpose**

Under general supervision, plan, develop and deliver programs and services to respond to citizen/neighborhood concerns. Work to promote citizen involvement in local issues and act as a liaison/coordinator with various public, non-profit and private entities.

### **Typical Duties:**

Creation of partnerships and collaborations. Involves: Proactive outreach and coordination with City, non-profit and private organizations to further the goal of citizen/neighborhood involvement.

Coordinate program activities. Involves: Assist in the oversight of existing programs and the review, coordination, and creation of new programs. Responsible for coordinating input from all stakeholders and soliciting and organizing necessary support from all resources.

Coordinate with City departments. Involves: Establish effective communications with City departments to improve neighborhood-oriented service delivery and problem solving. Generate community involvement. Involves: Assist community leadership to motivate their constituents in support of neighborhood improvement projects.

Conduct research. Involves: Identify public and private funding sources for neighborhood revitalization projects and programs. Oversee grant applications. Involves: Recommend and coordinate grant requests for neighborhood and community projects and programs.

Supervise assigned personnel. Involves: Schedule, assign, guide and check work. Review operational and procedural activities. Prioritize and coordinate divisional activities. Appraise employee performance and review evaluations by subordinates. Provide staff training and development. Enforce personnel rules, regulations, and work standards. Counsel, motivate and maintain harmony. Interview applicants. Recommend hire, termination, transfers, discipline, merit pay or other employee status changes.

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**JOB SPECIFICATION**

Code 10700  
Grade PM: 130

**NEIGHBORHOOD SERVICES COORDINATOR**

***Knowledge, Skills, and Abilities***

Knowledge of neighborhood associations, City, other public, non-profit and private organizations involved in providing community services.

Knowledge of principles and practices of neighborhood program planning.

Knowledge of principals and practices of organizing, motivating and working with volunteers.

Highly skilled in the use of Microsoft applications, especially Word, PowerPoint and Excel.

Highly skilled in the techniques of customer service and conflict resolution.

Ability to communicate in a highly effective manner in writing, in-person with individuals or groups.

Ability to assess neighborhood conditions and recommend, coordinate, and assist in the implementation of solutions.

Ability to cultivate and work cooperatively with all stakeholders.

Ability to manage several projects at one time.

***Other Job Characteristics***

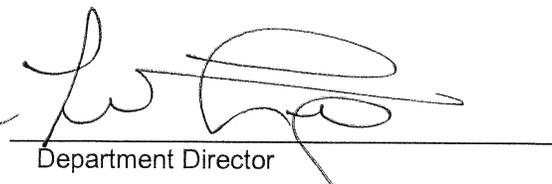
May be required to work evenings, weekends or holidays. Occasional lifting of equipment or materials of 30 pounds may be required.

***Minimum Qualifications***

Education and Experience: A Bachelor's Degree from an accredited college or university, with a Major in Public Administration, Business, Social Work, Education, Communications or closely related field; and 3-5 years progressively responsible experience in operating and administering citizen community outreach, neighborhood/community assistance, or citizen response programs, preferably in a municipal government setting.

Licenses and Certificates: Valid Class "C" Texas Driver's License.

  
Human Resources Director

  
Department Director

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