

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

CLASS SPECIFICATION

1/12/06

COMMUNITY AFFAIRS ADVOCATE, 2496

Summary of Duties: Under the direction of the General Manager or designee, serves as liaison to community groups, local civic officers, and elected officials; develops and manages programs to enhance the effectiveness of the Department's relationship with community, industry, political, and business stakeholders; as well as potential private donors to Department projects; and performs related work.

Distinguishing Features: Acts as community relations advocate to foster partnerships with a diverse range of community interest groups to resolve problems and provide equitable services; strengthens dialogue and relations between the Department and community; identifies opportunities for the Department to provide meaningful and appropriate levels of support to community endeavors; and identifies and cultivates potential fund raising sources among individuals and corporations to subsidize Department program efforts.

Examples of Duties:

- Establishes relationships with community leaders, elected officials, the public and representatives of other public agencies to develop support for and to augment Departmental programs;
- Assesses and strengthens the effectiveness of Department community outreach programs so these programs are responsive to community needs and recognized as beneficial by local stakeholders and the public at large;
- Identifies and fosters relationships throughout the community for the purpose of identifying sources, such as grants and corporate gifts, to enhance these programs;
- Develops multi-media presentations for corporate audiences and other groups to promote Department initiatives and solicit donations;
- Creates and manages a data base to track fund raising efforts;
- Obtains and reviews relevant materials to keep abreast of new or changing concepts in the fields of community advocacy, developing new financial resources for public projects, and technology;
- Represents the Department at civic and non-civic functions, meetings of local homeowner groups, and other community and civic organizations, and meetings with businesses and prospective private sector donors;
- Prepares grant proposals;
- Responds to citizen inquiries, complaints and suggestions related to Department activities to build consensus between the Department and community stakeholders and ensure the effectiveness of Departmental communications to key constituent groups; and
- May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: A Community Affairs Advocate must have the following knowledges and abilities:

A good knowledge of:

- Methods and practices used in developing, sustaining, and expanding community relations programs;
- Fund raising sources and techniques for community outreach programs;
- Federal, State and other potential funding resources;
- Data base management as it relates to record keeping for fund raising activities;
- Powers, duties and directives of the Mayor, City Council, and other State and Federal entities as they affect management of the Department;
- Materials and equipment used to develop effective oral presentations;
- Interests and motivations of public and private stakeholders in Departmental activities; and
- Current trends and concepts in community advocacy, developing new financial resources for public projects, and technology.

The ability to:

- Develop effective oral presentations and persuasively communicate ideas before groups;
- Use tact and sensitivity in dealing with elected officials, the public, and other stakeholders;
- Interact effectively with diverse groups of people;
- Gain the support and cooperation of other City employees and other public and private stakeholders;
- Work effectively with others to achieve problem resolution;
- Write clear and concise reports and correspondence; and
- Work independently.

Minimum Requirements:

Graduation from a recognized four year college or university and two years of full-time paid professional experience in performing a wide variety of advocate duties in support of community programs.

License: A valid California driver's license may be required.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of hiring department to reasonable accommodate the limitation.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory, and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.