

## **NEIGHBORHOOD PRIDE COORDINATOR**

### **PURPOSE AND NATURE OF WORK**

This is responsible administrative work in coordinating the activities of the Neighborhood Pride Program. Work involves organizing and directing the work of crews involved in neighborhood improvement activities.

Supervision is exercised over several casual employees including labor foremen, maintenance workers and laborers. The incumbent works under the general direction of the Human Services Manager.

**ILLUSTRATIVE EXAMPLES OF WORK** (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Monitors the work of crews engaged in activities such as house painting, installation of deadbolts, smoke detectors and screen doors, tree trimming and yard cleaning. Organizes workshops on safety and other issues. Reviews applications from neighborhood groups to determine needs and eligibility. Prepares specifications and collects bids for contracts and purchases. Schedules work and meets monthly with group representatives to discuss progress on ongoing projects. Develops long-term plans for Neighborhood Pride programs and all related projects. Keeps records of projects and groups and prepares necessary reports. Maintains inventory of materials and supplies.

Performs related work as required.

### **NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS**

Considerable knowledge of techniques and materials used in house painting and minor construction.

Knowledge of eligibility requirements for a Neighborhood Pride Project.

Ability to plan and supervise the work of others.

Ability to maintain records and prepare required reports.

Ability to establish and maintain effective working relationships with other employees, volunteers, vendors, and residents.

Ability to communicate effectively, orally and in writing, to groups and individuals.

### **DESIRABLE TRAINING AND EXPERIENCE**

Graduation from a four-year college or university with major course work in public relations, community service, planning or related field; and supervisory experience in community service work; or any equivalent combination of training and experience.

### **NECESSARY SPECIAL QUALIFICATION**

Possession of a valid Louisiana driver's license.