Job Classification Specification

Community Relations/Outreach Specialist 1

Position Summary

Responsible for handling a variety of assigned projects. Applies subject matter knowledge. Formulates and defines systems scope and objectives through research and fact-finding combined with an understanding of applicable business systems and industry requirements. Decisions are guided by policies, procedures and business plan; receives guidance and oversight from manager.

TYPICAL TASKS (These examples do not include all possible tasks in this work and do not limit the assignment of related tasks in any position of this class.)

Work with the director and faculty to develop an overall plan for outreach activities that support the goals of the 5-year plan.

Work with local stakeholders and University faculty, staff, and students to strategically design, develop, implement and evaluate sustainable development research, education, and outreach projects.

Work with all partners to identify issues and opportunities to improve the economic, social, and environmental sustainability of the region.

Pursue opportunities that attract funding for outreach services by identifying funding opportunities; facilitating connections and building partnerships between sponsors and the program; as well as communicating and promoting the program's capabilities.

Foster and develop teamwork that builds a partnership between the program, participants, and stakeholders.

Manage the annual request for proposals and application review process.

Responsible for planning, preparing, and monitoring project budgets, as well as approving expenditures for those projects.
Community Relations/Outreach Specialist 1 (cont’d)

Operational Role

Modifies practices and procedures to improve efficiency and quality; searches for better ways to effectively achieve end results by, for example, scheduling work steps, arranging/re-arranging the way work is generally performed, and adding or deleting elements of processes as necessary.

Scope of Measurable Impact

Actions tend to affect a department or critical project outcomes; performance results tend to relate to efficiency, degree of waste/cost overruns, quality/continuous improvement, timeliness, and resource allocation/effectiveness.

Independence and Decision-Making

Typically works under general supervision but has the discretion to make daily operational decisions; given understanding of best practices and the way similar units run elsewhere, is able to convincingly recommend capital and process improvements to the area.

Complexity and Problem Solving

Problems cannot be identified and resolved in simple cause-effect terms; rather, problems require integrative solutions such as how technologies, processes, resources, and people all fit together in order to sustain productivity; understands the smallest details of a defined area.

Required Qualifications

Requires BA/BS with at least 6 years of experience; may lead a small homogeneous department or larger process-oriented area whose members perform like activities.

Effective 11/2/2015