Job Classification Specification

Community Relations/Outreach Specialist 2

Position Summary

Responsible for handling a variety of assigned complex projects. Applies in-depth level 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 minimal 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.)

Provide overall coordination and leadership of existing community programs, including strategic visioning and planning, supervising staff, program budgeting and fundraising.

Lead, coordinate and participate in strategic collaborations focused on creating innovative solutions that fulfill the department’s mission of connecting the resources of the University of Minnesota with the interests and needs of communities.

Collaborate with directors in other community engagement units to help advance the University’s broader public engagement agenda.

Work to develop cooperative agreements to engage key stakeholders in discussions of business continuity planning within the context of emergency preparedness for foreign animal diseases.

Initiate outreach activities to support the development of key partnerships with funders and stakeholders through listening sessions that identify needs and availability of resources to support program delivery.

Work with local advisory groups and local elected officials to negotiate Memorandum of Agreement for employing University employees in county offices.
Community Relations/Outreach Specialist 2 (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

Mostly works independently according to standard operating procedures (may develop some processes/procedures); generally responsible for keeping processes moving in a productive direction, and will look for supervisory approvals when changes to process steps are considered and when additional resources for task completion are required.

Complexity and Problem Solving

Problems are increasingly difficult to identify and are sufficiently difficult that they cannot be solved using existing practices and procedures; may have to respond/adapt to changing conditions or circumstances, requiring creativity and the development of new approaches when resolving issues.

Required Qualifications

Requires BA/BS with at least 8 years of experience; typically is responsible for managing a department of notable size, complexity, or significance that, in part, affects how well the organization to which the incumbent belongs operates.

Effective 11/2/2015