Job Classification Specification

Community Relations/Outreach Manager 1

Position Summary

Responsible for handling a variety of complex assigned projects within Community Relations and Outreach. Applies subject matter knowledge; requires capacity to understand specific needs or requirements to apply skills/knowledge. Provides leadership to managers, supervisors and/or professional staff. Decisions are guided by resource availability and functional objectives.

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 Manager 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

Work is focused on and regulated by specific personal goals and milestones; generally can act based on own judgment as long as actions adhere to policy and operating procedures, and remain focused on objectives -- seeking assistance only when highly difficult troubles arise or when confronted with problems of considerable material or political consequence.

Complexity and Problem Solving

Problems are frequently unique and unexpected; facility with discipline and concept of excellence allows incumbent to "tear apart" processes, question assumptions, etc. in order to identify problems and get to the heart of an issue.

Required Qualifications

Requires BA/BS with at least 10 years of experience; most often runs a department that requires in depth understanding of two or more subject areas, or oversees a highly specialized/technical area; often has developed a specialty area (or areas of expertise) in which he/she is particularly proficient and recognized for.

Supervision

Has the authority to hire, transfer, promote, discharge, suspend, assign work, reward, discipline, and direct the work of both full-time and part-time University employees.

Effective 11/02/15