Job Classification Specification

Community Relations/Outreach Manager 2

Position Summary

Responsible for handling a variety of moderately complex assigned projects within Community Relations and Outreach in the Administrative job family. Applies subject matter knowledge; requires capacity to understand specific needs or requirements to apply skills/knowledge. Provides leadership to supervisors and/or professional staff. Decisions are guided by policies, procedures and business plan; receives guidance from senior manager. Provides technical guidance to employees, colleagues and/or customers.

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

Lead efforts to connect, build and maintain strategic partnerships and relationships with external partners, including funders, public agencies, and non-profit community based organizations, connecting University resources in meaningful ways.

Provide leadership in internal communication, team building, and collaboration with county and regional staff to ensure program success.

Listen to stakeholders’ perspectives to determine local needs and emerging issues, and communicate these to program leaders.

Support a positive, productive work environment: promoting teamwork among staff in county and regional offices, convening staff conferences, meetings and retreats, and encouraging transparent communication.

Develop, implement, monitor and report on financial objectives, short and long range goals, monthly expenditures, spending policies and procedures.
Community Relations/Outreach Manager 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 additional resources for task completion 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, necessitating enterprise and new approaches.

Required Qualifications

Requires BA/BS with at least 8 years of experience and prior oversight of a small department or cross-disciplinary team; 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.

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