Job Classification Specification

Community Relations/Outreach Manager 3

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.)

Develop and maintain working relationships with University Deans, Department Heads, and Directors and County Department Heads and Elected Officials for the purpose of understanding the top priorities of each as they relate to the overall mission of the University and the County, and developing further collaborations to support the mission and goals of each organization.

Work with leadership to identify issues of mutual interest such as economic development and workforce development, and manage processes to engage staff from both the County and the University in the design and execution of events.

Sponsor major symposia to provide forums for reporting out on program initiatives and to raise the visibility of the program.

Identify resources at the University and mutual opportunities, with leaders and program managers at the County to catalyze joint work as well as new and ongoing connections. Initiate connections that have potential for leading to ongoing and sustained partnerships around areas of mutual interest.

Design, implement, and maintain an online reporting system to measure the effectiveness of county-university collaborations. Oversee the ongoing use of the data collection tool and outreach to county and university faculty and staff to engage them in use of the tool.
Community Relations/Outreach Manager 3 (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