
**TEMPLE CITY
CLASS SPECIFICATIONS**

COMMUNITY SERVICES SPECIALIST

DEFINITION:

Under general supervision, performs responsible secretarial assignments as a department secretary; does clerical work of above average difficulty; organizes and implements a comprehensive recreation program for senior citizens and related work as required.

EXAMPLES OF DUTIES:

Performs responsible public contact work; screens and sorts mail; maintains a master calendar or a series of calendars; gives information where judgement, knowledge and interpretation of policies, procedures and regulations are necessary; maintains files and records related to the operation of the office; and schedules appointments and meetings as may be necessary. Assists with facility management including scheduling and performing set-ups for the Live Oak Park Community Center. Organize all senior activities including special events, classes, seminars and excursions; provides information and referral to senior citizens on a variety of topics. Independently composes and types correspondence, forms and reports. Provides specific information regarding permits, applications and available services. Accepts fees and makes deposits. May act as recording secretary to City commissions or committees and perform other secretarial and responsible clerical level work.

DESIRABLE QUALIFICATIONS:

Knowledge of: Modern office procedures, word processing, methods and equipment.

Ability to: Use a computer, calculator and typewriter; type at 50 words per minute; interview and communicate effectively with officials, employees and the public; work independently with a minimum of instruction; formulate and supervise recreation and human service programs for senior citizens.

Education and Experience: Education equivalent to the completion of high school, supplemented by business or college courses, three years of responsible clerical or secretarial experience, and one to two years experience

in organizing community recreation and senior citizen programs. Local government experience is desirable.

OTHER QUALIFICATIONS:

Ability to operate a computer, typewriter, calculator, telephone, dictaphone, and a portable radio.

Ability to understand and respond to the public and staff's requests for assistance both on the telephone and in person.

Ability to prepare narrative reports, perform mathematical calculations, and sort/file documents.

Ability to sit for up to two hours at a time.

Ability to see.

Ability to get from one location to another in the course of doing business.