

Title: Supervisor, Neighborhood Services
Cost Center: 605
Date: 5/5/2014
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EXPERIENCE:

Five years job-related experience, including two years supervisory experience.

SKILLS:

1. Analytical and problem-solving skills
2. Attention to detail
3. Basic math and accounting skills
4. Budget-related skills
5. Computer software skills such as desktop publishing, presentation, and word-processing
6. Facilitation skills
7. Leadership skills
8. Supervisory and personnel relations skills
9. Excellent oral and written communication skills
10. Good listening skills
11. Working knowledge of public sector administration
12. Time management skills
13. Group presentation skills
14. Project management skills
15. Mediation and negotiation skills

MENTAL REQUIREMENTS:

1. Ability to read and comprehend city, state and federal rules and regulations
2. Ability to design research methodologies
3. Diplomacy and judgement
4. Alpha and numeric recognition
5. Logical reasoning
6. Ability to meet deadlines
7. Ability to train and guide others
8. Ability to recognize and protect confidential information
9. Ability to prioritize multiple tasks
10. Ability to carry out assignments through written and oral instructions
11. Ability to work in hectic environment with many interruptions
12. Alpha and numeric recognition
13. Ability to learn and understand PC software applications
14. Ability to work independently and as part of a team

PHYSICAL REQUIREMENTS:

1. Hand and eye coordination adequate to input computer
2. Visual stamina and acuity adequate to review alpha/numeric data
3. Ability to make and receive phone calls
4. Ability to travel locally and meet with various neighborhood groups
5. Ability to speak before large groups of people
6. Ability to sit and be attentive for long periods of time

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

Direct: Neighborhood Programs Coordinator
Grant Program Coordinator
Environmental Programs Coordinator

Indirect: Drop-off Recycling Center Attendant

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.