

COMMUNITY RESOURCES MANAGER

SUMMARY:

Under general direction, advances and increases public awareness of community services availability within the City by promoting cooperative partnerships and interface with other related organizations, the public, educational institutions and advocacy groups; and performs related duties as assigned.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

DUTIES AND RESPONSIBILITIES: *(which are **not** in any hierarchical order)*

1. Develops partnership relationships between schools, churches, community, neighborhood, county government, and advocacy groups, non-profit organizations and health care providers to provide proper and efficient distribution of community resources.
2. Promotes public awareness of assistance resources; promotes self-sufficiency, volunteerism, internships, and community development.
3. Oversees education initiatives for the City of West Palm Beach.
4. Assists in developing resources on behalf of the community through grant writing.
5. Acts as an advocate for children, families, the elderly, disabled, homeless, immigrants and other special members of the community.
6. Analyzes programs to measure success, eliminate duplication, and identify partnership opportunities.
7. Creates and facilitates relative group meetings; and attends division meetings.
8. Participates on relative group boards and committees to promote effective community-wide resources coordination.
9. Supervises and trains staff.
10. Assists other City departments with people in crisis and special projects.
11. Facilitates the pick-up and distribution of donated items.
12. May perform other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of applicable Federal, State, and local laws, ordinances, statutes, rules, regulations, policies and procedures.
- Knowledge of the services available throughout the community, and understanding the needs of a particular clientele.
- Knowledge of community resources appropriate to compilation of information.
- Skill in presenting research findings, statistical data, and recommendations clearly and concisely, both verbally and in writing.
- Skill in consensus building and brainstorming ideas.
- Skill in coordinating and facilitating meetings.
- Skill in written communications.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves detailed concentration for long periods of time in a modified office environment. Occasional need for light lifting. This position may require the use of City vehicles on City business. Individuals must be physically capable of operating the vehicles safely and have an acceptable driving record. The City of West Palm Beach promotes a drug/alcohol free work environment through the use of mandatory pre-employment drug testing.

MINIMUM QUALIFICATIONS: Bachelor's degree from an accredited college or university with a major in Education, Public Relations or Social Services or a related field, and five (5) years supervisory experience in the administration of related social services programs, or any equivalent combination of training and experience required. Master's degree preferred. A valid Florida driver's license is required.