

CITY OF HELENA



Position Title: Citizen Council Coordinator & Office/Projects Assistant

Department: Commission

Grade: 126

FLSA: Non-Exempt

The City of Helena is an equal opportunity employer. The City shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Purpose:

The purpose of this position is to independently plan and perform a variety of highly responsible and complex administrative and marketing duties for the Helena Citizens' Council. This position will also be assigned to various special projects other departments may need assistance with or assigned to cover administrative functions for other departments during a staff absence.

Essential Duties: *These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.*

Act as the primary liaison between the HCC and various city departments; gather and disseminate information on neighborhood organization meetings and projects to other neighborhood organizations, City officials and citizens; update City officials on status and activities of neighborhood organizations and councils; and train new council members on protocol, identifying relevant issues and building the organization's communication infrastructure.

Coordinates organization of local neighborhood associations whose function is to address the community concerns and issues raised. Works in conjunction with HCC representative to organize neighborhood meetings, neighborhood fairs and volunteer events throughout the course of the year to educate the public about the council's activities.

Develops agendas, schedules meetings, and records and prepares minutes for the various committees including the HCC regular meetings; Maintains and organizes HCC records; and keeps contact list up to date.

Monitor and facilitate effective communication between neighborhood organizations, councils, the Community Forum, and City officials and representatives.

Coordinates monthly local television program segments on relevant HCC issues.

Acts in a secretarial and administrative capacity for the Public Arts Commission.

Updates, develops and maintains the HCC website with relevant information to the public regarding city issues.

Corresponds verbally and by e-mail on a daily basis with Helena Citizens' Council (HCC) representatives, city staff, and the public with information regarding city issues, HCC initiatives, city meetings, and other relevant public events.

Monitors City policies and processes to identify City plans and projects important to neighborhood efforts; identify and recommend opportunities for effective participation in City processes related to neighborhood organizations interests.

Works with HCC Representative to write and submit newspaper articles regularly to the Independent Record regarding city operations and Helena Citizens' Council initiatives.

Works in conjunction with the HCC Finance Committee to submit the HCC proposed budget to the City Clerk.

Assists the finance committee and other committees in drafting recommendations to the city commission.

Receives, compiles, researches and organizes information for the preparation of official Helena Citizens' Council correspondence, documents, and reports.

Coordinates the organization of skills-building sessions that provide HCC district with effective advocacy skills to work with local government officials.

Works with Marketing Committee to advertise Helena Citizens' Council events through various media outlets including TV, radio and newspaper.

Assist the City Clerk's office as needed

Assist various city departments with special projects and/or be assigned to cover administrative functions for other departments during a staff absence.

Perform other duties and responsibilities as assigned.

Essential Knowledge, Skills and Abilities Related to this Position:

Knowledge of:

- Local government and the services that local government provides.
- Structuring, organizing, and facilitating meetings.
- Principles and techniques used in dealing with employees and the public.
- Principles of community organizing and motivating local communities to coalesce around neighborhood concerns.
- Principles of developing skills-building and education in order to organize educational seminars.
- Principles of media relations and working with local media to provide information and outreach for communities.
- Conducting research and investigating "best practices" to identify successful models of community organizing, problem solving, and other areas.
- Modern office procedures, methods and equipment including computer equipment; e-mail systems, financial/accounting software programs, website development programs, and Microsoft Suite programs.
- Principles and practices of business letter writing and journalism writing, skill in editing correspondence to correct grammar, spelling and punctuation.

Skill or ability to:

- Engage in public speaking and writing.
- Conduct meetings in a manner that achieves the agenda goals.
- Work with volunteers; giving direction to volunteers as well as taking direction from volunteers.
- Work effectively with elected and staff level government officials to accomplish assigned tasks.
- Conduct a needs assessment/asset inventory and to work as a team leader.
- Operate modern office equipment including computer equipment.
- Type and enter data at a speed necessary for successful job performance.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Establish and maintain positive working relationships with those contacted in the course of work, often under difficult circumstances; work cooperatively with HCC members, other departments, City officials, outside agencies and the public.
- Plan and organize work to meet schedules and deadlines.
- Communicate clearly and concisely, both orally and in writing.
- Work under pressure, produce accurate, detailed work, be flexible and meet deadlines.
- Set priorities which accurately reflect the important of job responsibilities.

- Learn, interpret and apply the policies, procedures, laws, codes and regulations pertaining to assigned programs and functions.
- Understand the organization and operation of the City and of outside agencies as necessary to complete assigned duties and responsibilities.

Physical Demands:

Ability to work in a standard office environment; sit at a computer for extended periods of time; travel by car to city and neighborhood meetings; attend various early morning and late evening meetings; travel several miles in a day visiting neighbors and touring communities; and lift 25-30 lbs loading and unloading equipment in conducting mobile meetings.

Minimum Qualifications (Education, Experience and Training):

This position requires a minimum of high school graduation or equivalent with two years college coursework being preferred. It also requires three years of clerical experience, with community development, marketing, journalism, public relations, website development or local government experience being preferred. Other relevant combinations of education and work experience may be evaluated on an individual basis.

License or Certificate:

Must possess a valid driver’s license with acceptable driving record at the time of hire and have the ability to obtain a valid MT driver’s license within six months of hire.

Supervision Received:

General Direction of City Clerk; Various others during special projects or staff coverage

Supervision Exercised:

None

The specific statements shown in each section of this position description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

After reading this job description, as of this date would you require any accommodation to perform these duties?

YES or NO

Employee’s Signature: _____

Date: _____