CITY OF WEST HOLLYWOOD, CALIFORNIA
CLASS SPECIFICATION

CLASS TITLE: STRATEGIC INITIATIVES SPECIALIST
DEPARTMENT: STRATEGIC INITIATIVES DIVISION
REPORTS TO: STRATEGIC INITIATIVES MANAGER
BARGAINING UNIT: WEHOME/AFSCME

CLASS CODE: FLSA STATUS: APPROVED: LAST REVISED:

JOB SUMMARY:

Performs a variety of professional functions related to Strategic Initiatives priority areas, including, but not limited to, the City’s Homeless Initiative, the City’s Aging in Place/Aging in Community Initiative, efforts to reduce poverty, and more. Duties include assisting in development, planning and implementation of various projects and activities; provides administrative, programmatic and logistical support for the programs/projects of the division’s various initiatives; assisting the manager with the division budget reporting and monitoring, contract management; and researching and developing reports regarding issues related to the division.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Provides administrative, programmatic, event and logistical support to the work plan of the division, including, but not limited to, scheduling, budget reports, contract and grant management, purchase orders, check requests, and working directly with City vendors and contractors to implement the division’s work plan.

Assists with planning and implementing special events, including: developing concepts and ideas; planning and maintaining the event/program budget; determining, purchasing and maintaining materials, equipment, supplies and/or facilities needed; promoting programs by developing various publicity materials; coordinating volunteers; and working effectively with City vendors and contractors, etc.

Provides support for the City’s Homeless Initiative programming, including, but not limited to, the West Hollywood Library Homeless Outreach program, the West Hollywood Homeless Collaborative, LAHSA Annual Greater Los Angeles Homeless Count, LAHSA Annual Demographic Survey, Homeless Services Connect Days and more.

Provides support for the City’s Aging in Place/Aging in Community Initiative, including implementation of the AIP/AIC Strategic Plan, community engagement and evaluation, support for related policy efforts and programming.

Provides staff support for Planning and Coordination/Collaborative and other stakeholder meetings and associated contracts and agreements

Serve as the division’s liaison to ensure programming and event information is communicated through all the appropriate City communications channels, including the City calendar, the Recreation Reader, the RSH newsletter and more.

Further develop and maintain network of contacts to further the division’s work both locally and regionally; identifies opportunities for collaboration, education and training.

Provides staff secretary support to two of the City’s Advisory Boards, including meeting coordination and support for the programming and events of those boards.

Prepares complex, routine and non-routine correspondence and reports; receives, sorts, and summarizes material for the preparation of reports; prepares work reports; relays and interprets administrative decisions, policies and instructions.

Composes correspondence in accordance with standard policies; answers various inquiries; explains policies and procedures; processes and updates manuals, rosters, mailing lists, labels, etc.; processes routine and non-routine matters independently.

Interacts with a variety of high-level individuals, both internally and within the community to provide information, disseminate departmental information and assist in resolving administrative issues.

Assists in the formulation of the budget, including making recommendations; preparing forms; typing, calculating, and coordinating completion of budget; maintaining/tracking budget accounts/records throughout year; balancing and reconciling budget; preparing quarterly financial reports; preparing transfer memos; and attending budget meetings/hearings.

Attachment F
Assists in monitoring City- and grant-funded Strategic Initiatives programs; maintains and monitors contract documents, insurance requirements and budget; participates in site visits.

Serves as a liaison and/or member of various committees/teams and collaborates, persuades, presents reports to and negotiates with others outside own work area to coordinate efforts and maintain cooperative and efficient relations.

**IMPORTANT JOB FUNCTIONS:**

Disseminates a variety of information to various agencies, divisions, or departments via telephone, mail or FAX.

May serve as backup for other positions within the department.

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

Computer General Office Equipment

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Bachelor’s degree from an accredited four-year college or university in a related field; and,

Three to four years of progressively responsible related experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

**Licenses and Certifications:**

None

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Administrative principles and practices, including goal setting and implementation.

Program development techniques and processes.

Public relations, promotions and marketing techniques.

Budgeting processes and procedures, accounting and purchasing practices and principles.

City government organization, operations, policies and procedures.

External governmental bodies and agencies related to area of assignment.

Preparing clear, concise reports, correspondence and other written material

Understanding of basic issues related to the division’s priority areas, including homelessness, aging/older adults, etc.
Skill in:

Planning various community programs and events.
Using tact, discretion, initiative and independent judgment within established guidelines.

Researching, analyzing, compiling, interpreting and summarizing a variety of informational and statistical data and materials.

Preparing clear and concise reports correspondence and other written materials.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.

Communicating orally and in writing with internal staff, public, and City and government officials in order to give and receive information in a courteous manner.

Using a computer and all computer applications to perform the essential and important functions of the job.

Operating and routine maintenance of general office machines such as copiers, facsimile machines and telephone systems.

Abilities:

Ability to establish and maintain effective and professional working relationships with others.

Ability to communicate in English both orally and in writing at the appropriate level.

Ability to perform mathematical calculations at the appropriate level.

Ability to learn and follow City and departmental policies and procedures.

Ability to deal with problems involving several concrete variables in standardized situations.

Ability to establish and maintain effective working relationships with others.

While performing the essential functions of this job, the incumbent is regularly required to sit; use hands to finger, handle, or feel objects; reach with hands and arms; speak and hear; and occasionally push, pull and/or lift to 10 pounds.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically moderately quiet.

Working time may require irregular hours, various shifts, weekends and holidays.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.