

## Exhibit 2

City of Carson  
Class Specification

City Council: Reso. No: 22-109  
Bargaining Unit: AFSCME Local 809  
FLSA: Non - Exempt

### **ASSISTANT COMMUNITY SERVICES COORDINATOR (SENIOR SERVICES)**

#### **Job Summary:**

Under general supervision from Human Services Supervisor, assists in administration of the City's senior services program and related logistics; and to perform related duties as required.

#### **Essential Duties and Responsibilities:**

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Assists in planning and organizing of the City's senior services program and related logistics.
2. Provides information and resources to seniors and makes referrals on an as-needed basis.
3. May assist with planning and moderating support groups such as Senior Share, Bereavement, and Caregiver Support.
4. May assist with in-home assessments for programs including Dial-A-Ride, the Emergency Alert Response System, and general wellness and safety.
5. May assist with recruiting, planning, and implementing classes on topics such as Alzheimer's, diabetes, fall prevention, and more in collaboration with community partners.
6. Orders and maintain inventory and oversees the maintenance of all senior services equipment.
7. Enforces rules and regulations to assure the safety and welfare of participants.
8. Assists in the preparation and monitoring of the senior services program budget.
9. Assists with development and execution of agreements for service providers.
10. Processes senior services, collects fees, prepares financial recordkeeping forms, and remits monies collected to the Treasurer's office pursuant to City policies and procedures.
11. Assists in training, scheduling, and evaluating part-time employees.
12. Attends various meetings and training seminars.
13. May assist with citywide special events.
14. Performs related duties as required.

#### **Qualification Guidelines:**

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

#### **Education and/or Experience:**

1. Two (2) years of college level courses in gerontology, social services or a closely related field.
2. And, one (1) year of experience assisting with and/or planning, and coordinating senior services.
3. Additional relevant experience may be substituted for the required two (2) years of college on a year-for-year basis.

#### **Knowledge of:**

1. Applicable rules, practices, and procedures regarding the use of City facilities and equipment.
2. Principles of training and evaluation.
3. Programs' goals and objectives.
4. Program organization and development techniques.
5. Community resources, needs, and limitations.
6. Basic budgeting practices and procedures.
7. Basic purchasing practices and contract administration.
8. City organization, operations, policies, and objectives.
9. Office practices and procedures.
10. General inventory procedures and techniques.
11. Cash/payment receipt procedures.

**Skill and/or Ability to:**

1. Develop promotional strategies, techniques, and materials used in attracting the public.
2. Interpret, apply, and explain related rules, policies, and procedures.
3. Maintain accurate records and prepare clear and concise reports.
4. Schedule events and coordinate related equipment for senior services programs and services.
5. Show, display and communicate using empathy and culture awareness
6. Effectively communicate orally and in writing.
7. Effectively use a Window-based computer system, using Microsoft Office Suite, and an Online Registration software (i.e. ActiveNet)
8. Establish and maintain effective working relationship with others.
9. Train and lead staff.
10. Provide effective customer service

**License and Certificates:**

1. Possession of valid California Class C Driver License. Employee in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program, which confirms possession of a valid driver's license and reflects driving record.
2. Possession of valid Red Cross standard certificates in First Aid and CPR within the first year of employment.

**Physical Requirements and Working Conditions:**

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

1. The work is regularly performed in a fast-paced work environment with many interruptions from telephones, employees and the public.
2. Walking, standing, kneeling, bending, reaching and lifting up to 50 pounds.
3. Direct interaction with program clients and other staff members through verbal, virtual and in-person means.
4. Required to work evenings and weekends.
5. May be required to work in inclement weather conditions.
6. May be required to work around loud noise.
7. May be required to work indoors and outdoors
8. May be required to use city and/or personal vehicle in the course of employment.