



DATE: May 11, 2017

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT: New Job Description for Lead Program Assistant

RECOMMENDATION

That the Personnel Commission reviews and comments on the job description for the position of Lead Program Assistant to ensure that employment standards are job-related. Job-related standards address all aspects of the job description, including supervision exercised, education, special requirements, and experience.

BACKGROUND/DISCUSSION

In addition to adoption and approval of the City's Classification Plan, the Personnel Commission reviews job descriptions to ensure that employment standards are job-related. The City utilizes a standard format when creating and revising job descriptions. Human Resources staff reviews all job descriptions with the respective departments and updates each to align the job description with the City's Classification Plan. In addition, Human Resources staff makes any adjustments to the job requirements as provided by the department prior to initiating a recruitment process.

The Library and Community Services Department utilizes the position of Volunteer Program Assistant to manage numerous volunteers who support the Literacy Program and the Homework Center Program. The department expressed a need to update the current Volunteer Program Assistant classification whose incumbents oversee the above programs. The department also requested the creation of a higher-level classification due to rapidly expanding and popular community programs to assist the Department Manager and Literacy Program Coordinator in program development and implementation. Together with the department, Human Resources staff revised the Volunteer Program Assistant to a Program Assistant to address the department's need for recruitment and management of volunteer staff, program development and implementation. The Commission adopted that classification at its March 16, 2017 meeting. A new classification for Lead Program Assistant was created to address additional lead responsibilities needed to effectively supervise the day-to-day operations, provide support and direction to staff, and other administrative and supervisory duties necessary to ensure the success of the above programs. The new duties for the Lead Program Assistant are as follows:

- Under direction, develops and implements policies and procedures for implementing various volunteer, education and community programs; works with supervisors to identify needs and opportunities for utilization of volunteers, and to design programs to fill those needs and achieve identified program outcomes.
- Develops and implements volunteer training and orientation programs in a variety of areas including program procedures, applicable laws and department policies, techniques for dealing effectively with the public, data collection and assessment tools, and the proper use of City and volunteer resources. Produces and updates volunteer training manuals and volunteer job descriptions.
- Under direction, represents the City's and/or assigned department's various programs to the public and news media through public service announcements, classes, workshops, events and presentations to local groups, schools and civic organizations and through personal contacts with community leaders.
- Represents the assigned department at workshops, conferences and coordinates volunteer meetings and events, including volunteer/staff appreciation events.
- Plans, assigns, and reviews the work of the assigned staff.
- Maintains systems for tracking intern timecards and volunteer program hours and performance measures.
- Maintains current intern and volunteer schedules, files, and records. Prepares reports on volunteer activities.
- Coordinates the distribution of volunteer supplies and equipment to satellite sites.
- Coordinates the donations and grants from private organizations and individuals.
- Assists professional staff with special projects as necessary.

FISCAL IMPACT

The annual cost of salary and benefits for the Lead Program Assistant is under review and will be proposed in the FY 2018 Adopted Budget.

Prepared by: Farbod Pirouzmand, Deputy Director of Human Resources

Recommended by: Nina S. Collins, Director of Human Resources

Approved by:



Kelly McAadoo, City Manager

