

DEFEATED

ORDINANCE NO. 91-41 AC CMS

AN ORDINANCE ESTABLISHING THE POSITION OF
SPECIAL SERVICES COORDINATOR FOR THE CITY OF OBERLIN, OHIO

BE IT ORDAINED by the Council of the City of Oberlin, County of Lorain, State of Ohio, a majority of all members elected thereto concurring:

SECTION 1. That there is hereby established the position of Special Services Coordinator for the City of Oberlin, Ohio, to work under the immediate supervision of the Community Services Director, be in the classified non-competitive civil service of the City, and be in pay range 10.

SECTION 2. That the job description for the Special Services Coordinator for the City of Oberlin as set forth in Exhibit A attached hereto and incorporated herein by reference, is hereby approved.

SECTION 3. It is hereby found and determined that all formal actions of this Council concerning or relating to the adoption of this ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 4. That this ordinance shall take effect at the earliest date allowed by law.

PASSED: 1st Reading - June 3, 1991
2nd Reading - June 17, 1991 (Amended)
3rd Reading - September 16, 1991 - DEFEATED

ATTEST:

CLERK OF COUNCIL

CHAIRMAN OF COUNCIL

POSTED:

EFFECTIVE DATE:

SPECIAL SERVICES COORDINATOR

GENERAL STATEMENT OF DUTIES

Responsible for interorganizational coordination of human service program offerings and development of a comprehensive human services plan and systematic implementation of an integrated human service program and service. Coordinate activities in conjunction with Oberlin Public Schools, Oberlin College, and the other service agencies for the design, development and implementation of a human service program.

SUPERVISION RECEIVED

Works under the immediate supervision of the Community Service Director.

SUPERVISION EXERCISED

Supervises a variety of part-time and seasonal positions employed to support the service functions of human services.

JOB DUTIES

Coordinates with local service agencies, Oberlin College, and Oberlin Public Schools to provide systematic community programming.

Promotes integrated co-sponsored programs with Oberlin College, Oberlin Public Schools, and surrounding townships for meeting the Human Service needs of the citizens.

Implements and augments existing programs as well as recommends new program offerings as identified by the 1991 needs assessment of the community to encourage the leisure and cultural interests as defined by the citizens.

Provides staff support for the Recreation Commission.

Coordinates City Recreation programs.

Manages and recommends for hire, part-time and seasonal staff.

Provides program coordination services in cooperation with community volunteers to expand and enhance the services of the Oberlin Youth Council.

Secures and coordinates volunteers for supporting recreation and other human services offerings.

Establishes and coordinates in-service staff training.

Performs other duties as assigned by the Community Service Director.

JOB SKILLS REQUIRED

Must possess skills in organizing and promoting special activities, annual events or music festivals within Oberlin for the goal of marketing this area.

MINIMUM QUALIFICATIONS

B.S. degree in Recreation, Public Administration or related field required. Significant work experience may be acceptable substitution for Bachelors Degree. Grant writing skills required. Strong oral and written skills desired. Must have ability to work well with all ages of people.

LICENSES AND CERTIFICATES REQUIRED

Valid Ohio Driver's License required. Current CPR, 1st Aid, and Ohio's Voluntary Professional Certification (CLP) desired.

Paygrade: _____ F.S.L.A. _____

Civil Service Rating: Classified-Noncompetitive

Classification: Provisional