

**COUNTY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
INVITES RESUMES FOR THE POSITION OF:**

COMMUNITY PROGRAM SPECIALIST II

An Equal Opportunity Employer

SALARY

\$20.23 - \$27.90 Hourly
\$1,618.40 - \$2,232.00 Biweekly
\$3,506.53 - \$4,836.00 Monthly
\$42,078.40 - \$58,032.00 Annually

THE POSITION

Helping People. Changing Lives.

Community Action Partnership of Riverside County

As the Community Program Specialist II, with Community Action Partnership of Riverside County, you will be responsible for the coordination and implementation of a county-wide dispute resolution program including recruitment, training and supervision of volunteers, mediation services to the courts and community, peer mediation training, conflict resolution training and certification, and public awareness and education.

We are looking for candidates with: experience in community organization, experience recruiting and supervising volunteers, experience working with low-income individuals and families, public speaking and training and/or giving presentations. Other important abilities include: the ability to prioritize a busy schedule, work as a team member, work well with the public and culturally diverse populations, excellent organizational skills, customer service and computer skills. A valid California Driver's license is required as travel is necessary throughout Riverside County.

***** Interested candidates need to submit their resume to Jobmatch@rc-hr.com and carbon copy (CC:) the recruiter Andrea Evans at aevans@rc-hr.com. *****

This recruitment may be used to fill current and future vacancies.

Deadline to apply is Monday, January 30, 2012.

EXAMPLES OF ESSENTIAL DUTIES

• Encourage members of the community to develop skills needed to improve their quality of life and become self-sufficient.

• Mentor and supervise staff.

• Recruit, train and supervise volunteers.

• Conduct/coordinate training and certification classes in Conflict Resolution.

• Coordinate and participate in community outreach events and presentations.

• Prepare various reports.

• Assist in preparing Budgets and Grant reports and proposal for funding

• Other duties as assigned.

RECRUITING GUIDELINES

Knowledge of: Budget planning and preparation; principles of administrative management necessary to analyze and evaluate operating services and programs; principles and practices of fiscal management and budget control; grants; elements of supervision.

Ability to: Interpret new and revised regulations and project possible and/or probable impacts to the department; collect, organize, and evaluate pertinent data; define and validate consequences of decisions and recommendations; communicates clearly, concisely, and meaningfully in both written and verbal form; builds effective relationships with and meets the needs of the public for quality customer service; deals effectively with variety of socio-economic disadvantaged groups; evaluates programs for effectiveness; recognizes problems and develops effective solutions.

Education: Graduation from a recognized college with a Bachelor's Degree in Communications, English, Social Behavioral Sciences, or a closely related field. Additional qualifying experience may be substituted on the basis of 30 semester or 45-quarter units equaling one year of the required experience.

Experience:

OPTION I

Two years of experience in community organization/development work which included disseminating information to internal and/or external audiences through a variety of communication media.

OPTION II

Two years of progressively responsible experience in program analysis, budget parameters, economic analysis and/or urban planning.

OPTION III

Three years of responsible experience in the development and/or implementation of local, state, or federal governmental human service programs. This experience must have included some responsibility for community relation's work and program development.

APPLICATION PROCESS Read this posting for special application instructions. Unless otherwise stated, candidates must submit resumes at http://www.rc-hr.com/resumebuilder/resume_submit.asp, or select "Apply" located on the online job posting. Postings may close at any time without notice. For other application questions, visit www.rc-hr.com.

All employment offers are contingent upon successful completion of a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, including fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment).

REQUIRED PROBATIONARY PERIOD - As an Approved Local Merit System, the County of Riverside requires all new regular or seasonal employees to serve an initial probationary period, the duration of which is indicated in the applicable Memorandum of Understanding, County Resolution, or Salary Ordinance. Temporary and Per Diem employees serve at the pleasure of the agency/department head.

The County of Riverside is an Equal Opportunity Employer. It is the policy of the County of Riverside to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

Women, ethnic and racial minorities and persons with disabilities are encouraged to apply. Applicants will be considered without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, or any other non-job-related factor.

DISABILITY ACCOMMODATIONS - Pursuant to the Americans with Disabilities Act of 1990, the ADA Amendments Act, and the Fair Employment & Housing Act, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the Disability Access Office at (951) 955-5663.

Hearing impaired applicants with telephone teletype equipment may leave messages by calling (951) 955-8688. The County will attempt to meet reasonable accommodation requests whenever possible.

SUPPLEMENTAL INFORMATION Interested candidates need to submit their resume to Jobmatch@rc-hr.com and carbon copy (CC:) the recruiter Andrea Evans at aevans@rc-hr.com.

Deadline to apply is Monday, January 30, 2012.

Your resume should clearly describe your experience, education, training and any additional information relevant to this position.

The most highly qualified candidates, based on a resume search in JobMatch, will be considered for referral to the hiring authority.

An applicant selected for employment is subject to a criminal background check prior to starting work with the County and will be fingerprinted for this purpose. A felony or misdemeanor conviction may disqualify the applicant from County Employment.

For additional information on The County of Riverside and employment opportunities with the County visit our website at : www.rc-hr.com.

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APPLY ONLINE AT:
<http://www.rc-hr.com>

County Admin. Center P.O. Box 1569, 4080 Lemon St.
Riverside, CA 92502-1569

COMMUNITY PROGRAM SPECIALIST II
Andrea Evans
aevans@rc-hr.com

Issue Date: 12/30/11

Note: Riverside County does not accept paper resumes or employment applications.