CITY OF LONG BEACH
CLASSIFICATION SPECIFICATION

TITLE: **COMMUNITY PROGRAM TECHNICIAN I-IV**

DEFINITION: Provides technical and/or paraprofessional support for the delivery of grant-funded programs, projects, and services.

DISTINGUISHING CHARACTERISTICS:

Grade Level I — Under close supervision, provides entry level technical support in the administration of grant-funded programs, projects and services.

Grade Level II — Under general supervision, provides routine and increasingly complex technical duties in the administration of grant-funded programs, projects, and services.

Grade Level III — Under general supervision, provides more complex technical support in the administration of grant-funded programs, projects and services, and may act in a lead capacity.

Grade Level IV — Under general supervision, provides the most complex technical duties in the administration of grant-funded programs, projects and services, and acts in a lead capacity.

EXAMPLES OF DUTIES:

- Performs clerical and bookkeeping duties for grant-funded programs, projects and/or services;
- Determines appropriate supportive services and coordinates with proper internal and/or community resources;
- Verifies intake and/or eligibility of participants in grant-funded programs, projects, and/or services, based on applicable local, state and federal guidelines;
- Provides comprehensive assistance to participants accessing grant resources and program information;
- Provides case management services to grant participants;
- Monitors and facilitates participant's involvement and progress in grant-funded programs, projects and/or services;
- Performs data entry and prepares reports related to grants;
- Performs marketing, public relations and/or outreach related to grant-funded programs, projects, and/or services;
- Prepares written correspondence related to grants;
- Prepares and presents grant program and service information to staff, grant participants, clients and/or other agencies;
- Plans, schedules, and/or coordinates meetings, conferences and workshops related to grants;
- Conducts, maintains and/or distributes grant information and research;
- Prepares, maintains and disseminates spreadsheets, client files and/or program reports;

- Develops and/or maintains informational databases for grant programs;
- Assists in the preparation of federal, state and local grant reports;
- Maintains client and program files and reports for grant programs;
- Performs grant-related inspections and surveys;
- Develops and conducts community resource referral/reference services for grant-related programs, projects, and/or services;
- Provides other technical support for the development, implementation and administration of a variety of grant-related programs, projects and/or services;
- Performs other grant-related duties as required.

MINIMUM REQUIREMENTS

- High School diploma or equivalent;

AND

- Two (2) years full-time professional experience providing technical support for the delivery of programs, activities, and services. College education in a related field may be substituted for the required experience on a year-for-year basis;
- A valid motor vehicle operator's license may be required for some positions;
- Some positions may require working overtime, weekends, and evenings;
- Some positions may require bilingual skills (e.g.: Spanish, Tagalog or Khmer);

AND

Ability to:

- Learn, interpret, retain, and communicate technical and complex information, terminology, policies and procedures related to grant programs and compliance;
- Communicate clearly and concisely, both orally and in writing;
- Understand and follow oral and written instructions and procedures;
- Maintain accurate records and files;
- Work independently and/or as part of a team;
- Work effectively with a wide variety of people by consistently exercising tact, good judgment and a pro-active, problem-solving focused communication style;
- Operate office equipment including computers, printers and copiers as well as the word processing, spreadsheet, e-mail, database and program specific applications;
- Type and enter data accurately.

HISTORY:

Established:	09/11/2002
Revised:	08/29/2003
Approved/Adopted:	08/29/2003 – Human Resources
	09/24/2003 – Civil Service
Revised:	11/10/2014 – Human Resources
Approved:	11/10/2014 – Human Resources