



Office of the District Attorney Alameda County

Pamela Y. Price
District Attorney
alcoda.org

Director of Community Support Bureau

\$59.55-\$79.73 Hourly / \$4,764.00-\$6,378.40 Biweekly
\$10,322.00-\$12,819.87 Monthly / \$123,864.00 - \$165,838.4 Yearly

Work Location: Alameda County District Attorney's Office-Oakport Office
7677 Oakport Street, Suite 650 Oakland, CA 94621

JOB DESCRIPTION

The Alameda County District Attorney's Office (DAO) is creating a Community Support Bureau to manage the relationship between the DAO and the residents of Alameda County. Under direction of the District Attorney, the Director will represent the District Attorney on local and County commissions, boards and agencies, community groups, organizations, and residents of Alameda County; to assist in program and project planning; to explain and interpret the DAO's policy and programs to the residents of Alameda County; coordinate and staff the volunteer advisory commissions.

RESPONSIBILITIES & DUTIES

1. As assigned, represent the District Attorney to residents, community groups and organizations on matters across the County. Monitor and expand community engagement with residents, community groups and organizations. Coordinate meetings, events, conferences, and tours on behalf of the DAO.
2. Deals with questions from residents and complaints relating to the District Attorney. Receive and review correspondence, evaluate and respond to residents' requests, suggestions, and complaints. Develop standard operating procedures for review and responses to community members.
3. Responds to resident requests for assistance involving all the various services provided by the DAO, including but not limited to, working with DAO staff in the provision of said services to residents as required. Assist residents in navigating the various office units and programs offered by the DAO.
4. Represents the DAO on regional, state, local government agencies, boards, and commissions. Coordinate and manage the assignment of deputy district attorneys and other appropriate staff members to boards, commissions, and task forces.
5. Oversee the coordination of community support activities across the various units assigned to the Community Support Bureau.
6. Research and review reports and analyses of proposed programs, with particular emphasis upon the impact of such programs upon Alameda County. Assists in gathering appropriate information and data to support program development and strategic goals.

7. Provide support to the various volunteer advisory commissions associated with the DAO, including, but not limited to the Mental Health Commission, the Victim-Survivor Witness Advisory Board, the Re-Entry Commission, and the Gun Violence Task Force.
8. Works closely with the Communications Department to maintain a positive public image for the DAO, including contributing to an annual constituent outreach plan across all mediums of communication (i.e., social media, radio, newsletter, and other print publications).

MINIMUM QUALIFICATIONS

Education:

The equivalent to graduation from an accredited four-year college or university (180 quarter units or 120 semester units) with major coursework in Business Administration, Community Development, Political Science, Public Policy, Public Administration, Public Relations, Public Affairs, Social Science, And Urban Affairs, Urban Studies or a field related to the program area to which assigned; and/or

Experience:

The equivalent of two years of full-time professional-level experiencing working with or in collaboration community-based organization, participating in civic engagement, building relationships with community leaders and government officials; experience representing and/or acting as a liaison for an organization, elected official, association, or a union. Served as a member of a commission, board, or representative advocating on behalf of the community or organization. Experience speaking before a body of decision makers, at press conferences, public hearings, and community meetings.

(Additional experience in providing direct services to clients or in program planning and evaluation may be substituted for the education on a year-for-year basis.)

SKILLS & ABILITIES TO:

- Ability to assess and adapt to a fast-paced environment.
- Management-level analytical and problem-solving skills.
- Management-level decision-making experience and delegation skills.
- Established relationships with local, regional, and state level stakeholders.
- Excellent oral communication skills.
- Excellent written communication skills and proficiency in word processing.
- Interpersonal sensitivity dealing with people of various socio-economic backgrounds
- Awareness of and sensitivity to diverse residents and communities in Alameda County.
- Exceptional organization, prioritization, and project-management skills.
- Strong commitment to the transformative vision of District Attorney's 10-Point Platform.

HOW TO APPLY

Please send us a cover letter and resume, also complete our DA [Job Application](#).

Email to the District Attorney Recruitment Unit at DARecruiting@acgov.org.

The District Attorney's Office is an Equal Opportunity Employer. All qualified candidates, regardless of race, ethnicity, gender or physical ability are encouraged to apply.