

7. *Employment Director*: Under the general supervision of the Associate Director is responsible for the development of community on-the-job training programs and the placement of trainees in business and industry.

8. *Community Information Specialist*: Under the direction of the Executive Director is responsible for the dissemination of information to the public and interested organizations with regard to the agency goals, policies and activities.

9. *Community Action Coordinator*: Assists the Community Action Director in the formation and implementation of Area Board activities.

10. *Community Researcher*: (Area Boards I-VI) Under the supervision of the Community Organizer secures, tabulates, and arranges demographic information concerning the area to which assigned for presentation so as to provide a base for program development.

11. *Community Organizers*: (Area Boards I-VI) As an agency employee renders technical assistance to Area Board officers and personnel in their activities and program development in addition to supervising other assigned agency personnel.

12. *Community Workers*: (Area Boards I-VI) Under the supervision of the Community Organizer makes contact with residents of the community to which assigned to stimulate participation and involvement and assists in program development and other related activities.

13. *Community Organizers—Spanish Speaking*: Acts in same capacity as Community Organizers assigned to Area Boards but primarily in reference to the Spanish speaking residents of total Newark. Advises and makes recommendations to Community Action and Area Board personnel with regard to this specific group.

14. *Office Manager*: Under the supervision of the Associate Director supervises and controls the flow of clerical and administrative duties of the main offices. Acts as purchasing agent in the securing of consumable supplies and office equipment.

15. *Assistant Personnel Director*: Under the direction of the Personnel Director screens, tests, and interviews applicants for positions with the agency.

16. *Associate Community Information Specialists*: Works with and under the direct supervision of the Community Information Specialist in the preparation of information for dissemination to the general public and other interested organizations concerning the agency and its activities.

17. *Pre-school Coordinator*: Under the supervision of the Education Director acts as liaison between the agency and the Pre-school Council in the administration of that program. Evaluates and makes recommendations concerning the programs.

18. *After School Tutorial and Remediation Coordinator*: Under the general supervision of the Education Director organizes and administers a broad base program of tutoring and remediation for the community as needs are determined and defined.

19. *Vocational Education Administrator*: Works with and under the supervision of the Employment Director in the development of on-the-job training programs and assists in their evaluation.

20. *Accountants*: Work under the direct supervision of the Comptroller in the agency's fiscal management.

21. *Administrative Assistant*: Under the direct supervision of the Executive Director serves in an administrative and liaison capacity to the Agency's officers, the Board of Trustees and all Committees and task forces.

22. *Executive Secretary*: Under the direct supervision of the Executive Director serves in the capacity of secretary performing all functions as required and needed.

23. *Steno-Secretaries*: Perform all secretarial duties for department managers.

24. *Clerk Typists*: Perform all typing and clerical functions as assigned. (One for each area board as well as other assignments in central offices.)

25. *Receptionist-Typist*: Handles all incoming telephone calls as well as directs business visitors to the various departments. Performs typing work as time permits.