

PROGRAM COORDINATOR

(Hourly)

DEFINITION

Under the general supervision of higher-level staff, manages, oversees, performs, and supervises a variety of professional and technical level work related to various duties for assigned City programs or projects. Assignments may include, but are not limited to, community development, urban planning, public safety, environmental/natural resources or sustainability, and grant management; may provide technical and functional supervision of assigned staff; performs all other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Program Coordinator is the advanced journey level classification in the Program Specialist series. This class is distinguished from the Program Specialist in that, while work is performed under the supervision and direction of higher-level staff, extensive leeway is granted for the exercise of independent judgment and initiative, and incumbents are expected to independently perform the full scope of assigned duties with minimum oversight. Technical and functional supervision may be exercised over assigned staff.

EXAMPLES OF DUTIES – duties may include, but are not limited to the following:

- Plans, develops, coordinates and participates in the activities of assigned City programs or projects in support of a state, federal or local mandate, a City Council priority goal and/or a department mission, including assisting in developing and establishing program goals and objectives.
- Monitors, evaluates, and may be assigned responsibility in coordinating and implementing, changes to program specific state, federal, and local laws, legislation and policies, including evaluating their impact on program goals and priorities, and ensuring program compliance with applicable regulations.
- Evaluates and measures program effectiveness and reports on program performance, including anticipating and determining the need and making recommendations for review and development of new or revised plans, goals and objectives; ensuring that the coordination and implementation of new or revised program plans, policies, functions, work processes, are properly and efficiently executed.
- Coordinates, supervises and performs community engagement and public relations activities, including drafting press releases and other media materials, preparing, disseminating and presenting a variety of public information and education materials, and organizing and conducting one on one consultations, workshops and events to promote aspects of the program/project.
- Establishes and maintains liaison relationships and coordinates program/project activities with other departments, City committees, public and private agencies, organizations and groups, including conducting meetings to discuss program goals and objectives, addressing issues and resolving problems, and providing guidance and coordination in various aspects of implementation and compliance.
- Prepares reports and recommendations for decision-making bodies, including findings, recommended action, and conditions of approval; attends and provides staff support to assigned

committees and boards; makes oral presentations to City Council, commissions, committees, and community groups.

- Researches, identifies and applies for grants or other funding sources; participates in monitoring and administering program related grants/funding, including the preparation of financial and other required recordkeeping and reports.
- Conducts program related studies and prepares written reports and recommendations; researches and analyzes data and prepares program activity reports and statistical materials; accesses or maintains specialized databases to record program activity or generate reports and information.
- May provide technical and functional supervision of assigned staff.
- Performs all other related duties as assigned.

REQUIREMENTS

Knowledge of: Principles, practices and methods of specialized program operations and activities; applicable federal, state and local laws, codes and regulations related to assigned programs; principles, practices, techniques, and technology used in development and dissemination of written and verbal communications and public relations, including public speaking and the writing, composition, layout and production of educational, informational, and promotional materials; principles, practices and methods of research, data analysis and report writing; principles and practices of grant writing and administration; principles of technical and functional supervision and training; modern office methods, practices, procedures, and equipment, including word processing, spreadsheet and database applications; proper English usage, including spelling, grammar, punctuation and composition; principles and practices of effective customer service; techniques for working effectively with those contacted in the course of work, including both verbally and in writing.

Ability to: Organize, implement, coordinate and manage advanced programs and projects, read, understand, interpret and apply a wide variety of technical information, including laws and regulations; develop specialized program activities, goals and objectives; explain and demonstrate program activities and requirements to staff and public; coordinate and participate in application for and administration of grants, including the preparation of related accounting, financial and compliance reporting; prepare and present clear, concise, and accurate reports; compose and edit educational and informational communications materials; respond to inquiries from the public in a courteous and tactful manner; operate a computer, necessary software applications, and other applicable standard office equipment; follow written and oral instructions; provide technical and functional supervision and training to assigned staff; make accurate arithmetic, financial and statistical computations; keep accurate records and prepare reports; organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities and meet critical time deadlines; communicate effectively, both verbally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

OTHER REQUIREMENTS

- Possess a valid California Driver's License.
- A commitment to understand and support diversity and inclusion in the workplace.
- Willing and available to attend meetings after normal work hours; to travel for trainings and/or meetings; and to work extended hours as necessary to complete assigned tasks.

PHYSICAL REQUIREMENTS

This is primarily a sedentary office classification, but incumbents must be able to perform the physical aspects of the job, including working in a standard office setting and using standard office equipment, including a computer; sitting for periods of time, prolonged viewing of a computer screen and use of keyboard and mouse; hearing and speech to communicate in person and over the telephone; lifting, pushing, pulling, and carrying up to 25 pounds; interact with a diverse range of people; occasionally operates a motor vehicle. May occasionally work outside in varying weather conditions and traverse uneven terrain.

DESIREABLE TRAINING AND EXPERIENCE

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a Bachelor's degree in a related field defined at the time of recruitment based on assignment; and at least three (3) years of progressively responsible experience of program/project coordination in the area of assignment. Prior experience working in the public sector is desirable.

New: 03/24