

## Class Title: Program Coordinator

**BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Planning and coordination of a program and its activities; ensuring implementation of policies and practices; providing education, training and organizational awareness of the program.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code	ESSENTIAL FUNCTIONS
1 S	Provides comprehensive coordination of the program to address the needs of those that service is provided for, responds to on-going issues and immediate needs in a timely and efficient manner.
2 S	Develops program plans, which respond to the needs of the persons served utilizing education, experience, reasoned analysis in compliance with established procedures under moderate supervision.
3 S	Participates in team programs within the department.
4 S	Determines through analysis appropriate services to be provided, the most appropriate service providers, and ensures that the person served is linked with those services.
5 S	Serves as a liaison between those being provided services and service providers identified.
6 S	Provides immediate needs services though counseling with affected parties.
7 S	Provides training and education to serve the needs of the program as needed, including developing and revising materials as required.
8 S	Keeps up-to-date, well documented records which comply with Federal, State, and agency requirements.
9 S	Monitors persons receiving services from other service providers and advocates for the person to ensure accessibility and acceptability of services.
10 S	Collects and reports service statistics and data on persons served as required.
11 S	Provides coordination of the program in an appropriate and timely manner.
12 S	Participates in regular supervision as agreed upon with their direct supervisor.
13 S	Assists in the development and implementation of special projects at the request of the immediate supervisor.
14 S	Monitors progress and compliance of clients served in the program.
15 S	Works with clerical staff to monitor stock of consumable supplies/forms.
16 S	May serve as acting supervisor in the supervisor's absence. Examples of duties include attending required meetings, conducting staff meetings, and responding to on-going and immediate needs of the program.
17 S	Performs related work as assigned.

**CSC Adopted: June 2017; CSC Revised: October 2017**

**CLASS REQUIREMENTS:**

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Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Two years' experience.
Certifications and Other Requirements	Valid driver's license may be required depending on assignment.
Reading	Work requires the ability to read policies and procedures, various reports, technical materials, instructions, client records
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, including analysis of statistical information, as required by assignment
Writing	Ability to prepare program procedures and goals, progress reviews, recording keeping, staff schedules, development plans, and performance evaluations
Managerial	N/A
Budget Responsibility	N/A
Supervisory / Organizational Control	N/A
Complexity	Work is governed by broad instructions, objectives, and policies. Requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required.

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**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time		L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Staff training and presentations
Sitting	F	Computer, desk work, meetings
Walking	F	Inter-office, to/from meetings, offsite work
Lifting	O	Supplies, documents, books, binders
Carrying	O	Supplies, documents, books, binders
Pushing/Pulling		
Reaching	O	Paperwork, office supplies, books, binders
Handling	O	Paperwork, office supplies, books, binders
Fine Dexterity	C	Computer keyboard, writing, telephone keypad
Kneeling		
Crouching		
Crawling		
Bending		
Twisting		
Climbing		
Balancing		
Vision	C	Computer, desk work, reading
Hearing	C	Staff, supervisor, telephone, clients, meetings, presentations
Talking	F	Staff, supervisor, telephone, clients, meetings, presentations
Foot Controls	O	Driving
Other (specify)	N	

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**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, copier, facsimile machine, and related office equipment.

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	N

- (1)
- (2)

**PROTECTIVE EQUIPMENT REQUIRED:**

N/A

**NON-PHYSICAL DEMANDS:**

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	C
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 3 below)	N

- (3)