

## Class Title: Public Services Coordinator

### **BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Plans, directs, coordinates, delivers and promotes a variety of programs. Assists with the budget and grant applications. Promotes public relations. Ensures and coordinates the department’s safety records. Performs related duties as required.

### **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	L	Supervises, monitors and directs programs by keeping computer records, preparing and evaluating the budget, establishing public relations contacts, preparing reports, analyzing program needs, tracking programs, purchasing promotional materials and supplies, preparing and setting up for events and meetings, scheduling promotional efforts and support staff, evaluating outcomes of programs and special events, conferring with supervisors and conducting individual and team meetings.
2	S	Assists with the budget and grant applications by maintaining various databases, keeping records, writing program progress reports, utilizing statistical information, assisting with the development of the yearly budget and writing grant applications.
3	S	Promotes public relations and provides information by answering telephone inquiries and resolving related issues, conducting follow-up calls and visits, attending public events and meetings to advertise the department and gain feedback from citizens, writing press releases and developing brochures, advertisements and fliers.
4	L	Ensures and coordinates the department’s safety records by maintaining computer records, taking and disseminating minutes, preparing statistical reports, purchasing training and recognition materials, attending training seminars, communicating with bureau representatives and coordinating training efforts for workshops and meetings.
5	L	Performs related duties by conducting property inspections, accessing real estate records and processing laboratory test results for lead inspections.

CSC Adopted: October 2001, CSC Revised: April 2016

**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	One year of experience; or an equivalent combination of education and experience.
Certifications and Other Requirements	Valid Driver's License may be required depending on assignment.
Reading	Work requires the ability to read research documents, briefing papers and letters.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write news articles, correspondences, manuals, lesson plans, reports, proposals and historical analysis.
Managerial	Managerial responsibilities include managing and planning volunteer and educational programs.
Budget Responsibility	Prepares documents and does research to justify language used in documents for a unit of a department and may recommend budget allocations.
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
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. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, vendors and sales representatives.

CSC Adopted: October 2001, CSC Revised: April 2016

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	X	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	Copier, fax machine, filing, presentations, tours
Sitting	F	Computer, desk work, answering telephone, meetings
Walking	O	Inter-office, giving tours of facilities and grounds
Lifting	O	Office supplies, office furniture, boxes, files, reports, books, manuals, promotional materials, display
Carrying	O	Office supplies, office furniture, boxes, files, reports, books, manuals, promotional materials, displays
Pushing/Pulling	O	Hand cart, displays or exhibit
Reaching	O	Office supplies, office furniture, boxes, files from cabinet drawers, promotional materials, displays
Handling	O	Office supplies, office furniture, boxes, files, reports, books, manuals, promotional materials, displays
Fine Dexterity	F	Computer keyboard, calculator, writing
Kneeling	O	Setting up displays, working with small children, boxes
Crouching	O	Setting up displays, working with small children, boxes
Crawling	N	
Bending	O	Setting up displays, working with small children, boxes
Twisting	N	
Climbing	O	Stairs
Balancing	O	Stairs
Vision	C	Computer, desk work, filing, writing, reading, giving tours, presentations, setting up displays
Hearing	C	Telephone, co-workers, staff, supervisors, general public, presentations, meetings
Talking	C	Telephone, co-workers, staff, supervisors, general public, giving tours
Foot Controls	N	
Other (specify)	N	

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

Computer, laser or inkjet printer, copy machine, fax machine, telephone, scanner, digital camera, small hand tools: screwdriver, hammer, wrenches, Standard Microsoft Windows and Office software, Adobe Acrobat, WordPerfect, Internet/Intranet.

**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	X
Other (see 2 below)	X

- (1)
- (2) MacArthur Square when touring outdoor facility or community outreach. Museum

**PROTECTIVE EQUIPMENT REQUIRED:**

Lead Respirator.

**NON-PHYSICAL DEMANDS:**

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

- (3)