

Code: 1845

Title: PROGRAM COORDINATOR

SUMMARY: Plans, coordinates, monitors and participates in administrative and operational activities associated with a specialized program within Pima County. Supervises staff and performs program-related community relations activities. A “Program” is a single, specific purpose/activity and is ancillary to the main function of the organization. Typically the longevity and funding of a “program” are subject to internal and external factors.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor)

Plans, organizes, coordinates and administers the activities of a specialized program within Pima County;
Assists Program Manager or department director in developing and establishing program goals and objectives;
Evaluates program effectiveness and measures/reports on program success;
Supervises, trains and evaluates staff, determines work assignments and priorities and participates in personnel selection;
Monitors program-specific legislation and ensures program compliance with applicable regulations;
Performs public relations activities as a program representative, makes program-related presentations to the general public, prepares and presents news releases and other media materials and participates in the development of community awareness programs;
Coordinates the development of training and informational materials to promote public understanding of program activities, services and requirements;
Establishes and maintains liaison relationships and coordinates program activities with other departments, public and private agencies, organizations and groups;
Conducts meetings to resolve problems, address issues, discuss program goals and objectives and disseminate information;
Monitors grants, program contracts and/or contractor performance;
Participates in the development of the program budget and supervises monitoring and administration of program funds;
Conducts program-related studies and prepares written reports and recommendations;
Prepares routine and special program status reports for Federal, State and County agencies;
Analyzes data and prepares program activity reports and statistical materials for management review;
May access or maintain specialized databases containing program-specific information to record activity or generate reports;
May write and submit grant applications and prepare/review proposals.

KNOWLEDGE & SKILLS:

Knowledge of:

- principles and techniques of public relations and media resources;
- community agencies, organizations and resources;
- principles and practices of effective supervision and program administration;
- federal, state and local laws, rules and regulations;
- principles and practices of grant administration;
- budgeting and fiscal accountability;
- data and statistical analysis techniques and application to planning studies and projects;
- principles and techniques of effective communication to include written composition and public speaking;
- applications of automated information systems.

Some positions within this classification require knowledge of program-specific terminology, principles, practices and procedures.

Skill in:

- planning, organizing and coordinating program activities;
- communicating effectively;
- establishing and maintaining effective working relationships with governmental agencies, community and special interest groups;
- supervising, training and evaluating personnel;
- identifying needs and developing and implementing programs to meet those needs;
- preparing budgets and monitoring funds;
- data analysis and report preparation;
- use of automated information systems to maintain or produce data.

MINIMUM QUALIFICATIONS:

EITHER:

(1) A Bachelor's degree from an accredited college or university with a major in a program-related field as defined by the appointing authority and three years of experience coordinating, monitoring, and/or administering program activities. (See Special Notice section for additional requirements)

Additional relevant education from an accredited college or university may substitute for one year of the aforementioned experience.

OR:

(2) Seven years of experience in public administration, communications, management or a field applicable to the program's operation as defined by the appointing authority. (See Special Notice section for additional requirements)

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions, within this classification, may require possession of a valid Arizona Class D and Commercial drivers license (CDL), with appropriate endorsements, as identified by the appointing authority. Failure to obtain/maintain the required licensure shall be grounds for termination.

Special Notice: Some positions within this classification may require up to two years of prior supervisory experience (as determined by the appointing authority) and may require irregular work schedules and/or travel. Some positions within this classification may carry a low risk of exposure to infectious diseases. Therefore, special medical screening prior to or during employment may be necessary to ensure employee health and safety. Successful completion of a satisfactory personal background investigation, polygraph test and/or drug screening by law enforcement agencies at time of appointment may be required.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.