

Code: 7120

Title: PROGRAM COORDINATOR - UNCLASSIFIED

SUMMARY: Supervises and coordinates the day-to-day activities of a specific single functional program. This is distinguished from Program Manager by its direct participation in the day-to-day activities of a single functional program with highly specified objectives. Conversely, the Program Manager manages and administers a large, multi-faceted specialized program with diversified activities.

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

Coordinates, supervises and participates in the activities of a specialized program;
Provides support and participates in the daily activities essential to the completion of program objectives;
Coordinates program activities with other departments, governmental agencies and the public;
Meets with representatives of other departments, governmental agencies and the public to resolve program-related problems, address issues and discuss program goals and objectives;
Provides internal services support for the program by coordinating activities with such departments as Human Resources, Management Information Systems, Budget, Finance, Purchasing, etc.;;
Develops or participates in the development of program goals and objectives and program budgets;
Researches, analyzes and reports on program activities;
May coordinate and/or supervise daily staff activities including those of other Program Coordinators;
May perform required managerial functions in the absence of management;
May perform public relations activities by speaking, giving demonstrations and coordinating publicity campaigns with the media.

KNOWLEDGE & SKILLS:

Knowledge of:

- practices of program coordination and administration;
- principles and practices of budgeting, accounting and financial management;
- principles and practices of effective supervision;
- practices and procedures for providing internal services.

Skill in:

- developing program goals and objectives;
- expressing, explaining and interpreting program policies and practices to the public;
- communicating effectively, both orally and in writing;
- supervising, training and evaluating support personnel.

DESIRED QUALIFICATIONS:

A Bachelor's degree from an accredited college or university with a major in public or business administration or a field closely related to the program area, as determined by the appointing authority and two years of progressively responsible program administration experience or experience directly related to the nature of the program.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions may require a valid Arizona Class D Driver's License at the time of appointment.

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

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

Pima County

07/29/90

Updated 5/24/10(cs)