

Code: 7130

Title: PROGRAM COORDINATOR-SHERIFF-UNCLASSIFIED

SUMMARY: Supervises and coordinates the day-to-day activities of a specific, single functional program. This is appointed, unclassified and exempt from the Pima County Merit System Rules.

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 to staff and participates in daily activities essential to the completion of the program objectives;
Supervises daily staff activities;
Coordinates program activities with other departments, governmental agencies and the public;
Meets with representatives of other departments, governmental agencies and the public to resolve problems, address issues and discuss program objectives and goals;
Performs public relations activities by speaking, giving demonstrations and coordinating publicity campaigns with the media;
Provides internal services support for the program by coordinating service activities with various county departments;
Develops or participates in the development of program goals and objectives;
Develops or participates in the development of the program budget;
Researches, analyzes and reports on program activities.

KNOWLEDGE & SKILLS:

Knowledge of:

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

Skill in:

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

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 as defined by the appointing authority and two years of program administration experience.

(Additional relevant experience/education from an accredited college or university may be substituted)

OTHER REQUIREMENTS:

Physical/Sensory Requirements: Some positions within this classification may require the ability to react to physical confrontations and emergency situations quickly and effectively; work in confined spaces for prolonged periods of time; hear and understand speech and radio transmissions. Other 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.

Pima County

07/01/92

Updated 05/15/09(kf)