

**TOWN OF GILBERT**  
**CLASS SPECIFICATION**  
**Program Coordinator**

<u>CLASS SERIES</u>	<u>BAND/GRADE/SUBGRADE</u>	<u>FLSA STATUS</u>
Programs	B31/C41	Exempt

**CLASS SUMMARY:**

This class is the third level in the Programs series. Incumbents perform professional level recreational and/or specialized programming activities in support of an assigned program or area. Responsibilities may include: supervising temporary, seasonal and volunteer staff; managing program resources and staffing; administering program budgets; conducting needs analysis to identify programming opportunities; developing program marketing materials; resolving complex customer service issues; preparing reports; and monitoring the utilization of program resources.

**ESSENTIAL DUTIES:**

*This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.*

**PERCENT OF TIME**

Actively participates and accomplishes organizational, departmental and workgroup goals and objectives.	Daily 100%
Exhibits a service orientation toward internal and external customers and maintains productive working relationships.	Daily 100%
May supervise staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.	Varies 0 – 20%
Plans, develops, coordinates, implements and/or evaluates effectiveness of programs and events. Provides or oversees the delivery of education, public outreach, recreational programs, and/or coordinates special events. Researches and identifies issues or opportunities for new or modified programs or services.	Daily 20%
Administers daily operational activities of programs and events. Oversees the maintenance of facilities, program and event sites, materials and equipment.	Daily 20%
Represents and promotes programs and events, provides public information and customer service delivery. Prepares presentations, educational curriculum, and/or informational materials. Presents or oversees the delivery and dissemination of information to staff, organizations, communities, and the general public.	Daily 20%
Administers resources, staffing and budgeting of assigned program area. Monitors resource utilization, procures or initiates purchasing of resources, prepares reports and documents, and maintains data and information.	Weekly 10%

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May supervise volunteer staff.	Varies 0 – 10%
Performs other duties of a similar nature and level as assigned.	As Required

**POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:**

Positions assigned to ***Sustainability*** may be responsible for:

- Supervises Environmental Outreach Specialists daily.
- Administer’s and develops the Environmental Services Recycling Program; which includes program promotion and public outreach.

**TRAINING AND EXPERIENCE:**

Associate’s Degree in Recreation Management, Education or Public Administration, Biology, and/or Zoology and 6 years of recreation and/or programming experience in assigned area of responsibility; or Bachelor’s Degree and 2 years experience or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Training & Experience requirements could be dependent on assigned location.

**LICENSING/CERTIFICATIONS:**

- Valid Arizona Driver’s License

Depending on area of assignment, requires:

- CPR/First Aid Certification
- Child Passenger Safety (CPS) Car Seat Instructor Certification
- Child Passenger Safety (CPS) Car Seat Technician Certification
- Solid Waste Association of North America Recycling Systems Professional Certification

**KNOWLEDGE OF:**

Depending on area of assignment, requires knowledge of:

- Supervisory principles, practices and techniques;
- Principles and best practices in educational area of specialty;
- Research techniques;
- Budgeting concepts;
- Modern office equipment.

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### **SKILL IN:**

Depending on area of assignment, requires skill and key competencies in:

- Supervising, monitoring and evaluating staff;
- Maintaining organization;
- Applying critical analyses;
- Providing leadership;
- Implementing public relations;
- Speaking in public;
- Developing marketing and promotion campaigns;
- Developing and implementing programs;
- Managing a budget;
- Utilizing a computer and relevant software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

### **ADA AND OTHER REQUIREMENTS:**

Positions in this class typically require: balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Incumbents may be subjected to operating a motor vehicle, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, blood and other bodily fluids; extreme temperatures, inadequate lighting, travel and environmental conditions such as disruptive people, imminent danger, or a threatening environment.

Positions in this class may require: issuing warnings or citations for violation of park ordinances or other rules and regulations.

### **WORKING TITLES WITHIN CLASS SPECIFICATION:**

Program Coordinator – Fire – C41  
Program Coordinator – Community Education – C41  
Program Coordinator – Naturalist – C41  
Program Coordinator – Neighborhood Services – C41  
Program Coordinator – Housing Rehabilitation – C41  
Program Support Analyst – Parks & Recreation – C41  
Recreation Coordinator – Facilities – B31  
Recreation Coordinator – Special Events – B31  
Recreation Coordinator – Sports & Aquatics – B31  
Sustainability Coordinator – C41

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**NOTE:**

*The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.*

**CLASS HISTORY INFORMATION:**

*Draft prepared by Fox Lawson & Associates LLC (BS)*

*Date: (10/12)*

*Draft finalized by Gilbert Human Resources (TT)*

*Date: (05/13)*