



City of Watsonville

Job Description

JOB TITLE: Program Coordinator

APPROVED:

DEPARTMENT: As Assigned

REPORTS TO: As Assigned

EMPLOYEE UNIT: Mid-Management

DEFINITION:

Under direction, to coordinate, implement and monitor one or more programs within the City of Watsonville; to develop program materials; to assist in planning and developing programs; and to do other work as required. A Program Coordinator monitors implementation of program policies and practices, works to keep programs on schedule, within stated budgets and supports program growth and development as necessary.

SUPERVISION RECEIVED AND EXERCISED:

- Receives limited supervision from the assigned Department Head
- May exercise supervision over assigned subordinate staff and volunteers

ESSENTIAL DUTIES:

Duties may include, but are not limited to, the following:

- Coordinates, implements and monitors program activities;
- Assists in developing plans, policies and procedures to meet the needs of City programs;
- Recommends changes in programs as appropriate;
- Prepares reports, documents and correspondence related to program activities;
- Develops program materials, including educational materials for training and outreach purposes;
- Reviews program materials for accuracy and appropriateness; represents program on community boards;
- Makes public presentations to groups;
- Works with City departments and agencies, private agencies and community groups to coordinate programs and to promote communication and cooperation;
- Trains, coordinates and monitors staff/volunteers and assists them in solving problems;
- May gather and provide information for grant proposals, monitor grants and assist in budget preparation;
- May recruit volunteers; may supervise subordinate staff/volunteers;
- Inputs, accesses and analyzes data using a computer.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles of administration and management;
- Methods and techniques of coordination and monitoring;
- Current report presentation techniques;

- Training methods and techniques;
- Communication skills and techniques;
- Basic community resources and organizations;
- Program planning and program policy development;
- Principles and practices of staff and/or volunteer supervision and training.

Ability to:

- Coordinate, implement and monitor City programs;
- Assist in planning, developing and implementing City programs, including policies and procedures;
- Work with community organizations to coordinate activities and secure the support of diverse community groups;
- Develop and maintain a cooperative working relationship with a wide variety of people, including community, media, school, and professional representatives;
- Plan, assign, direct and evaluate the work of subordinate staff/volunteers;
- Analyze and prepare grant proposals, contracts and budgets;
- Speak effectively to diverse audiences;
- Develop, prepare and evaluate training/educational materials;
- Conduct training/educational sessions for professional staff, volunteers, and/or community groups;
- Prepare reports and correspondence;
- Work well in a team environment;
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs;
- Prepare and deliver presentations to staff, community, outside organizations/agencies, and City Council as required;
- Communicate clearly and effectively, both orally and in writing;
- Establish and maintain effective working relationships with a variety of customers, staff, volunteers and community groups contacted during the course of work;
- Work well under pressure to meet deadlines;
- Be willing to work weekends and evenings as necessary;
- Be willing to be placed on an on-call schedule as necessary.

PHYSICAL REQUIREMENTS

Physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

- Operate office equipment, computers, hand held electronic tablets
- Sit at a desk for long periods of time
- Occasionally bend, stoop, reach, squat, twist, climb, and kneel
- Use hands and fingers to grasp and handle various objects
- Occasionally lift\move up to 20 pounds
- See adequately to read text, correspondence, forms with fine print
- Hear and speak adequately to converse on a telephone and in person
- Work indoors using near vision for prolonged periods
- Stand for long periods of time and walk on uneven surfaces
- Drive a vehicle

EXPERIENCE AND TRAINING

Combinations of training and experience which provides the required knowledge and abilities will be qualifying. A typical way to obtain these knowledge and abilities is:

- Two years of experience assisting in program coordination, program planning or program development.
- Equivalent to a bachelor's degree from an accredited college or university, with major work in public administration, business administration or closely related field.

LICENSE

- California Class C driver's license and a safe driving report