

# PROGRAM COORDINATOR

Job Code	Pay Grade
02482	SM6

## Nature of Work

This is professional supervisory and managerial work providing development, leadership, and management of programs and operations of county-wide initiatives affecting both public and private sectors of Pinellas County. An employee in this classification serves as program manager coordinating, developing operational programs, and monitoring effectiveness within the specific area of concentration. Duties may include developing programs in line with approved levels of service, creating training plans, evaluating industry best management practices and applying them to the work units, seeking opportunities for improving performance metrics, along with evaluating programs. The incumbent directs programs, administers activities, develops/maintains community partnerships, interacts with other work units, and supervises staff/contractors, in addition to interacting with the public and other organizations. The incumbent exercises a great deal of independent judgment in a variety of work situations.

## Minimum Qualification Requirements

- 8 years of directly related professional experience related to the hiring department unit's principal designated subject matter mission that includes 1 year lead worker, supervisor or supervisor training; or
- Bachelor level degree and 4 years' experience as described above; or
- An equivalent combination of education, training, and/or experience.

## Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Experience in specialized areas to include various areas of departmental operations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

## Illustrative Tasks (These are examples and are not all inclusive.)

- Supervises and oversees staff responsible for departmental operations.
- Directs and participates in the development of operations and maintenance programs for departmental activities and other department needs.
- Develops long-range planning for programs, activities in line with approved levels of service and targets.
- Selects, trains, and supervises staff, volunteers and interns.
- Investigates and promotes efficiencies within programs.
- Liaisons with public for addressing infrastructure deficiency issues and related inquiries.
- Assists in the development of training plans for succession planning and employee progression.
- Coordinates and assists in development and implementation of operation budgets.
- Coordinates, monitors, evaluates and facilitates division projects.
- Directs and provides leadership in relation to long range planning within the programs and fiscal management.
- Coordinates long and short-term activities for programs, to ensure efficient utilization of resources.
- Supervises employees and volunteers within programs.
- Administers budget and funding for programs; prepares and presents annual reports, operating budget, and long-range plans within area of responsibility.
- Assists with development of annual budgets, including identifying and projecting future needs.
- Promotes and maintains professional links with all levels of staff, public and other organizations.
- Prepares, makes written and oral presentations regarding programs to professional, business, civic, governmental, and educational groups, committees and associations.
- Performs related work as assigned or required.

## PROGRAM COORDINATOR (continued)

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### Knowledge, Skills, and Abilities

- Knowledge of the principles and practices of team management.
- Knowledge of operations equipment and associated use.
- Knowledge of methods and techniques relevant to area of responsibility.
- Knowledge of best management practices related to infrastructure asset management.
- Knowledge of budget planning and accounting methods.
- Skill in reviewing staff performance and ensuring compliance with approved targets.
- Skill in performance management and analysis.
- Skill in public speaking and public relations, and ability to communicate effectively, orally and in writing, with a variety of audiences.
- Skill in budget planning and management methods.
- Ability to apply computer applications and software.
- Ability to actively manage day-to-day operations, programs, and communications with public and private organizations.
- Ability to plan, supervise, and evaluate the work and activities of professional and support personnel; establish and maintain effective working relationships with county, state and federal officials, contractors, staff, volunteers, and the general public.
- Ability to partner with other agencies and organizations to plan, coordinate, and manage delivery of departmental projects.
- Ability to work independently on complex tasks and deal with non-routine matters.
- Ability to effectively enforce appropriate policy and rules with tact and courtesy.
- Ability to operate a personal computer and other automated systems to enter and retrieve information, monitor work performed, and to distribute information in reports and other communications.

For official use only

Revised	EEOC Code	Overtime Code
04/18	Professionals	Exempt