

City of Bellingham

Classification Specification

CLASS TITLE	Program Coordinator
DEPARTMENT	Interdepartmental
UNION:	231
SG:	S-8
CS:	N
FLSA:	N
EE04CODE:	PR

NATURE OF WORK:

Responsible for performing professional, administrative and technical work in planning, developing, implementing, coordinating and monitoring a major program within a City department. Works with other agencies to ensure compliance with laws and regulations.

DISTINGUISHING CHARACTERISTICS:

The Program classification series is distinguished from other series by its emphasis on work requiring specialized program knowledge and expertise. The Program Coordinator classification is the highest in a three-level program classification series.

The Program Coordinator classification is distinguished from the Program Specialist classification by its responsibility for a program of considerable complexity with significant interaction with external agencies.

SUPERVISORY RELATIONSHIPS:

Works independently under general supervision of a manager. May oversee the work of employees assigned to lower classifications, and interns, volunteers, extra labor or temporary employees.

ESSENTIAL FUNCTIONS:

1. Responsible for administering and managing program grants and/or contracts for program services and consultant services. May originate and manage contracts for services including: requests for proposals; specifying scopes of work; monitoring progress; compiling and maintaining data; analyzing costs; preparing reports and providing recommendations. May hire and manage consultants including: making and monitoring work assignments and recommending consultant pay. May write and administer grants including: researching grant-funding sources; writing proposals and applications; monitoring spending; and completing reports required by granting agencies and programs.
2. Coordinates efforts among City staff, department staff and the public to ensure City compliance with federal, State and/or local regulatory guidelines.

3. Oversees program delivery of a major service area for the City. Analyzes and interprets rules and regulations concerning the management of the program and implements changes in program requirements. Ensures regulations are met.
4. Maintains and develops community, State and national relationships necessary to research and identify program resources.
5. Serves as staff liaison to both internal and external advisory boards and committees related to the program area.
6. Analyzes and assesses service needs; establishes priorities, goals, delivery methods and strategies related to the program area under the direction of a manager.
7. Creates and develops program materials, advertisements and marketing materials to educate and inform the public about program issues.

ADDITIONAL WORK PERFORMED:

1. May supervise employees, interns, volunteers, extra labor or temporary employees. May include training, assigning and reviewing work, conducting performance appraisals and carrying out personnel actions as appropriate.
2. Performs related duties within the scope of the classification.

KNOWLEDGE AND SKILLS:

- Thorough knowledge of federal, State and local program-related codes and regulations, policies and procedures related to program area.
- Demonstrated advanced knowledge of the department and the technical functions, operations, principles and practices of the discipline or program area.
- Skill in performing cost analysis and developing program budgets.
- Excellent oral communications skills to work with a variety of citizens, City employees, outside agencies, contractors and private interest groups. Ability to make effective public presentations.
- Ability to present complex information in an understandable manner to a variety of citizen groups and outside agency representatives, as well as within workgroup.
- Excellent written communication skills to develop and write grant applications and a variety of reports and organizational communications.
- Excellent project management skills, including skill in planning, organizing, evaluating, analyzing problems and implementing plans.
- Knowledge of principles, methods and legal requirements of contract preparation, negotiation and administration.
- Proficiency in using software applications such as spreadsheet, database management, presentation and word processing programs.
- Supervisory skill including the ability to delegate work and plan, organize and evaluate the work of others.
- Skill in working with accounting data and using statistical information to develop budgets, grants applications and a variety of reports.

WORKING ENVIRONMENT:

Work is performed primarily in an office setting with extensive time spent at a computer workstation. Some positions in this classification require field work including working outdoors in all weather conditions. May also require occasional travel.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor's degree in related program field
- A minimum of three (3) years experience in program field required. Individual positions within the classification may have additional requirements
- A combination of experience and training that provides the applicant with the knowledge and skills to perform the job will be considered.

NECESSARY SPECIAL REQUIREMENT:

- Valid Washington State driver's license and good driving record. Candidate must submit a three-year driving abstract prior to hire.

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1/01

REVIEWED BY: Jo Zeimet,
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REVISED BY: Joint Classification Committee
3/05