

Program Coordinator – The City of Bryant is accepting applications for **Program Coordinator**. Starting annual salary \$13.52 an hour plus, commensurate with experience. Great benefits package included! Applications may be completed online at www.cityofbryant.com or picked up at the Human Resources Department at 210 S.W. 3rd Street, Bryant, AR 72022. A City application must be completed and submitted to be considered for this position. Position closes at 5:00 p.m., October 9, 2014 or until filled. The City of Bryant is an Equal Opportunity Employer.

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential: these include, but are not limited to, attendance, getting along and communicate well with others, ability to provide great customer service, working a full shift, dependability, leadership, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary should an incumbent t/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodations for the specific disability will be made for the incumbent/applicant when possible.

GENERAL DESCRIPTION OF POSITION

Oversees the current recreation programs, tries new ideas and programs. Must be able to develop new programs to fit the needs of the community

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Supervises recreation staff, including determining workloads and schedules, implementing and interpreting policies and procedures, effectively evaluating staff and making hiring and disciplinary recommendations.
2. Plans, organizes, conducts and coordinates a wide variety of recreational and community service programs at a park, center and/or other recreation facility, including meeting with public groups and communities to explain and promote programs; schedules activities and programs; coordinates programs with those of other departments and agencies.
3. Oversees the day-to-day operations, including janitorial, maintenance and usage, including rental, City usage and community programming of a facility.
4. Monitors program activities, including approving expenditures and ensuring activities are running smoothly; responds to questions and complaints.
5. Prepares a variety of reports and other documents such as operating, activity and statistical reports, promotional materials and agenda items; presents materials to interested groups.
6. Provides input into the development of budgets, including determining staffing and materials; develops fundraising campaigns and solicits sponsor and sponsorship packages.
7. Oversee rental and registration activities and ensures accurate record keeping for program receipts.
8. Maintains contacts with neighborhood groups, schools, businesses, law enforcement agencies, volunteer and other community groups and provides necessary coordination of services.
9. Instructs and supervises, recreation staff and volunteers in the performance of assigned duties and checks on the completion of work.
10. Performs other duties of a similar nature or level.

11. Ability to work overtime.
12. Ability to interact with team members.
13. Regular and punctual attendance
14. Other duties may be assigned.
15. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Broad knowledge of such fields as advanced accounting, marketing, business administration, finance, etc. Equivalent to four years of college, plus 12 to 18 months related experience and/or training, and 12 to 18 months related management experience, or equivalent combination of education and experience.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

None.

SUPERVISORY RESPONSIBILITIES

Supervises 30 non-supervisory employee(s). Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees, subject to mayoral approval; addressing complaints and resolving problems.

COMMUNICATION SKILLS

Ability to read and understand documents such as policy manuals, safety rules, operating and maintenance instructions, and procedure manuals; Ability to write routine reports and correspondence.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

CRITICAL THINKING SKILLS

Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.

SUPERVISION RECEIVED

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the

work operations of small organizational component and the organization's clientele.

MENTAL DEMAND

Moderate mental demand. Operations requiring almost continuous attention, but work is sufficiently repetitive that a habit cycle is formed; operations requiring intermittent directed thinking to determine or select materials, equipment or operations where variable sequences may be selected by the employee.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately repetitive. Activities with slight variation using a definite set of processes or directions with some degree of supervision. Choice of learned things in situations which conform to clearly established patterns and modes.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, etc.)

ACCURACY

Probable errors of internal scope should ordinarily be detected within the department or office in which they occur, but may affect the work of others within the unit, requiring additional expenditure of time to trace errors and make all necessary corrections. Errors would require a moderate amount of time to correct.

PUBLIC CONTACT

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

EMPLOYEE CONTACT

Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Basic: 10-Key, Accounting, Alphanumeric Data Entry, Contact Management, Database, Programming Languages, Spreadsheet, Word Processing/Typing

ADDITIONAL INFORMATION

Valid Arkansas drivers license or one recognized by the state of Arkansas

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is regularly required to talk or hear; frequently required to stand, walk; and occasionally required to sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is occasionally exposed to work near moving mechanical parts, work in high, precarious places, outdoor weather conditions, wet or humid conditions, extreme cold, extreme heat, vibration. The noise level in the work environment is usually moderate.

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Job Description for Program Coordinator*

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