

CITY OF ROSWELL, GEORGIA
CLASSIFICATION SPECIFICATION

| | |
|--------------|-------------|
| Code: | E705 |
| FLSA: | E |
| WC: | 8810 |
| PG: | 510 |
| EEO: | 1 |

CLASSIFICATION TITLE: PROGRAM COORDINATOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to manage, plan, organize, market, and budget programs of the Environmental, Solid Waste, and other divisions of the Environmental/Public Works department including, but not limited to, the curbside recycling contract, Solid Waste Business Plan implementation, outreach to the public, monitoring revenue and expenditures of the department enterprise funds, work methods, reports and records. Work is performed under the limited supervision of the Solid Waste Manager.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Plans, organizes and implements the operations of the Environmental/Public Works Department’s environmental programs; manages and promotes solid waste management planning and budgeting to encourage waste reduction efforts; manages City’s curbside recycling contract; manages and coordinates budgeting for the Solid Waste Division and other Department Divisions as needed, plans and coordinates program/project management with other divisions.

Promotes the city’s Environmental/Public Works Department programs; develops, coordinates, promotes, executes, and evaluates community involvement events, programs and educational outreach; responds to media inquiries and creates press releases; develops, coordinates, and presents environmental programs to civic organizations and the public; interacts with and informs citizens regarding volunteer opportunities; responds to questions and concerns.

Assists the Solid Waste Division Manager and other department managers with capital improvement project budgeting and scheduling, establishing goals, performance objectives and measures and technical expertise as required.

Coordinates with all divisions of Environmental/Public Works Department as required and may compile budget data for the department and divisions as needed

Develops, budgets and plans for Solid Waste division activities and programs and monitors expenditures; serves as the Project Manager for the Solid Waste Business Plan. Prepares and maintains required reports.

Researches, applies for, executes and evaluates grants and business and financial data to enhance and improve environmental and recycling programs/projects/businesses.

Operates a personal computer or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.

ADDITIONAL FUNCTIONS

Represents the department and divisions in various administrative and professional situations; prepares and provides financial and project recommendations; monitors spending and budgets to ensure compliance with established rules and procedures and to evaluate budget status.

Coordinates select events and programs for the department. Acts as department liaison to Community Relations and coordinates with division managers to develop and implement outreach and marketing information.

Provides customer communications and response support for Solid Waste Operations.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Business, Finance, Environmental Science or related field; five (5) to seven (7) years of experience in program management, relevant Environmental/Public Works experience, municipal or business finance and budget program, supervisory experience or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Georgia driver's license.

PERFORMANCE APTITUDES

Specific Knowledge, Skills, or Abilities: Thorough knowledge of City, county, state and federal environmental codes, ordinances and regulations pertaining to environmental programs. Must have knowledge of environmental issues and be able to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires regular interaction with the public.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The City of Roswell is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.