

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### Program Coordinator

**Department:** Environmental/Public Works

**Pay Grade:** 510

**FLSA Status:** Exempt

**Job Code:** E705

#### JOB SUMMARY

The purpose of this classification is to manage, plan, implement, and promote programs of the Environmental/Public Works department including, but not limited to, working as a team member for long range planning and implementation for Water, Stormwater, Fleet and Solid Waste, maintaining updated department standard operating procedures, planning and performing outreach to the public, identifying needs in the department, developing and executing work plans, and making recommendations. Work is performed under the limited supervision of the Support Services Manager.

#### ESSENTIAL JOB FUNCTIONS

- Plans, coordinates, tracks, implements, and documents various division programs using project management skills.
- Maintains updated Standard Operating Procedures for all divisions.
- Updates customer request tracking systems and responds to customer requests/concerns.
- Tracks department contract expiration dates, permit expiration dates, reporting due dates, and provides quarterly updates to Directors and Managers. Initiates renewal process and tracks completion.
- Researches awards and develops submissions.
- Coordinates, plans, and documents meetings.
- Promotes the city's Environmental/Public Works Department programs; working both independently and in conjunction with the Environmental Education Coordinator develops, coordinates, promotes, executes, and evaluates community involvement events, programs, and educational outreach; coordinates volunteers; coordinates response to media inquiries

and creates press releases; develops, coordinates, and presents environmental programs to civic organizations and the public; responds to questions and concerns.

- Coordinates with all divisions of Environmental/Public Works Department to develop and maintain Efficient Utility Management documents and tracks successes.
- Coordinates with Water Utility Division, and various departments, in compiling Annual Water Loss Audit to submit to Georgia Environmental Protection Division
- Develops, prepares and maintains required reports for divisions.
- Researches, applies for, executes and evaluates grants and business and financial data to enhance and improve environmental and recycling programs/projects/businesses.
- Maintains a comprehensive, current knowledge of industry practices, applicable policies, procedures, codes, regulations; conducts research and maintains awareness of new issues, methods, equipment, trends and advances in the industry/profession; reads updates and other professional literature; participates in continuing education activities; attends meetings, conferences, workshops and training as appropriate.
- Prepares and receives various forms, contracts, reports, correspondence, equipment operating manuals, procedures, handbooks, reference materials, manuals, or other documentation; reviews, completes, processes, forwards, or retains as appropriate.
- Communicates with supervisor, employees, other departments, the public and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems; responds to requests for service or assistance.
- 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.
- Represents the department and divisions in various situations; prepares and provides project recommendations.
- Coordinates select events and programs for the department. Coordinates with division managers to develop and implement outreach and marketing information.
- Provides customer communications and response support for the divisions of Environmental/Public Works.
- Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

Requires a Bachelor's degree in Marketing, Journalism, English, Environmental Science or related field; three (3) to five (5) years of experience in program management, relevant Environmental/Public Works experience, municipal, project management, marketing or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

#### **Licenses or Certifications:**

- Possess and maintain a valid Georgia driver's license with a satisfactory motor vehicle record (MVR).

#### **Special Requirements:**

- None

**Knowledge, Skills and Abilities:**

- Knowledge of City, county, state and federal environmental codes, ordinances and regulations pertaining to environmental programs.
- 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.
- 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.
- Ability to interact regularly with the general public.
- Ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.
- 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.
- 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.
- 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.

**PHYSICAL DEMANDS**

The work is sedentary to light which requires the ability to exert light physical effort, 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 work station. Tasks also 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.

**WORK ENVIRONMENT**

Work is regularly performed without exposure to adverse environmental conditions.

**The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.**

*The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.*