

## Job Description

**JOB DESCRIPTION:** PKZ PROGRAM COORDINATOR

**BENEFIT GROUP:** CM

**JOB CODE:**

**PAY GRADE:** NB109

**AUTHORIZED STRENGTH:**

**PAY RANGE:** Min: \$40,218.36 annually  
Mid: \$50,320.45 annually  
Max: \$60,422.54 annually

### NATURE OF WORK:

Performs administrative and professional work with limited supervisory work coordinating the administrative functions for Parramore Kidz Zone. Primary duties include: planning, scheduling and budgeting. Work assignments require the exercise of initiative and independent judgment in organizing and supervising specialized projects and events. Employee maybe required to work evenings, weekends, and holidays. Work is performed under the general supervision of the Children and Education Program Manager and is reviewed through meetings, reports submitted, observation, and evaluation of results obtained.

### EXAMPLES OF WORK PERFORMED:

**NOTE: THE LISTED DUTIES ARE ONLY ILLUSTRATIVE AND ARE NOT INTENDED TO DESCRIBE EVERY FUNCTION THAT MAY BE PERFORMED BY THIS JOB CLASS. THE OMISSION OF SPECIFIC STATEMENTS DOES NOT PRECLUDE MANAGEMENT FROM ASSIGNING SPECIFIC DUTIES NOT LISTED IF SUCH DUTIES ARE A LOGICAL ASSIGNMENT TO**

Supervises, coordinates, schedules, and trains seasonal and part time employees. Participates in the selection, training, counseling, evaluation and/or discipline of employees, explains policies and procedures to personnel, prepares payroll and maintains contracts. Assist in the preparation of program budget estimates. Coordinates and assigns work of clerical staff to ensure workload evenly distributed; monitors work through direct observation and quality control audits. Trains clerical staff in office procedures and use of all equipment; informs staff of policy and procedure changes, provides technical assistance and reviews work for completeness and compliance with established guidelines. Compiles information and prepares reports as required and/or reviews related reports and documents. Assists in budget preparation; and monitors expenditures. Performs logistic planning for location, staffing, materials and equipment for Parramore Kidz Zone events. Arranges special events, activities and recognition programs for sponsors and volunteers. Requisitions supplies and equipment for diverse inventory; verifies accuracy of statements and invoices, may monitor and maintain expenditure records. Confers, in person or by telephone with persons, requesting service or making complaints; conducts or directs necessary research and recommends appropriate action. Resolves problems or answer inquiries. Studies operations and consults with supervisor on methods to improve programs, methods and services. Develops internal operating procedures. Conducts research for special studies and projects; collects and analyzes data and provides recommendations regarding the appropriate course of action to solve problems and/or development of new programs. Maintain all statistical data on computer and generate reports. Appraises, classifies and

determines importance of records. Operates computer terminal and other office machines equipment. Performs other related work as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of policies, procedures, and practices of assigned area. Knowledge of basic accounting principles and practices. Knowledge of budget development and administration and office practices and procedures. Skilled in the use of personal computer, related office equipment and software/programs. Ability to communicate effectively, both orally and in writing. Ability to conduct research, analyze, interpret and report findings, and to make valid conclusions and recommendations. Ability to establish and maintain effective relationships with employees and the public. Ability to compile data and develop written reports. Ability to organize and coordinate various activities frequently with stringent deadlines. Ability to plan and supervise the work of others. Ability to understand and follow complex written and verbal instructions.

**MINIMUM QUALIFICATION REQUIREMENTS:**

Bachelors' degree in Public/Business Administration or related area with three (3) years administrative experience, with responsibility for conducting research, monitoring and maintaining complex financial records, budget preparation, and handling complaints; or an equivalent combination of education, training, and experience. Valid Florida Driver's license is required.