

# PINAL COUNTY

## Program Coordinator

**Class Code A2114**

Revision Date: May 1, 2017

### **SALARY RANGE**

\$17.38 - \$26.08 Hourly

\$1,390.65 - \$2,086.00 Biweekly

\$3,013.08 - \$4,519.67 Monthly

\$36,157.00 - \$54,236.00 Annually

### **DESCRIPTION:**

#### **JOB SUMMARY**

Coordinates activities and functions for the department to ensure that goals and objectives are accomplished in accordance with established priorities, time limitations, funding limitations or other specifications. Performs administrative work of moderate difficulty managing special projects or programs.

#### **EXAMPLE OF DUTIES:**

*Work in this classification requires an individual to be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary classification functions herein described. Since every duty associated with this classification may not be described herein, employees may be required to perform duties not specifically spelled out in this classification 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 description.*

#### **TYPICAL CLASSIFICATION ESSENTIAL DUTIES:**

- Develops opportunities to promote programs; develops and recommends new or revised program goals and objectives; makes recommendations on policies, procedures, operations, and special projects.
- Interprets organizational rules, regulations and policies.
- Evaluates program effectiveness.
- Confers with and advises staff and others to provide technical advice, problem solving assistance, answers to questions and program goals and policy interpretation; refers to appropriate department person when unable to respond.
- Develops correspondence to staff, departments, and other various organizations.
- Prepares reports and maintains records.
- Coordinates special programs, and may supervise volunteers.
- Develops and updates materials; develops, compiles and writes communications.
- Analyzes project data and makes recommendations.
- Coordinates departmental activities.
- May supervise staff.
- Maintain absolute confidentiality of work-related issues, customer records, and restricted County information.
- Perform other related duties as required.

## **MINIMUM REQUIREMENTS:**

### **MINIMUM REQUIREMENTS TO PERFORM WORK:**

- Associates Degree in Business, Social Science, or related field.
- **Two (2)** years of progressively responsible administrative work experience.
- Or an equivalent combination of relevant education and/or experience may substitute for the minimum requirements.

### **Preferred Qualifications:**

- Valid Arizona driver's license may be required.

## **SUPPLEMENTAL INFORMATION:**

### **Knowledge, Skills and Abilities:**

- Knowledge of records management operations.
- Knowledge of statistical surveying techniques and their application.
- Knowledge of principles and practices of marketing and public relations.
- Knowledge of guidelines, regulations, and statutes affecting the department.
- Knowledge of staff research work, business English and report writing.
- Skilled in analyzing and interpret financial and accounting records.
- Skilled in preparing reports.
- Skilled in supervising the activities of others.
- Ability to maintain confidentiality in related matters.
- Ability to establish and maintain effective working relationships with employees, volunteers and outside agencies.
- Ability to prepare communication and presentations
- Ability to use a personal computer, electronic networks and other information and communications technologies.
- Ability to follow written and verbal instructions.
- Ability to communicate effectively verbally and in writing.

### **PHYSICAL DEMANDS:**

Independent body mobility to stand, walk, bend, and sit for prolonged periods of time and/or drive a vehicle. Manual dexterity to reach, and grasp; manual dexterity to hand write or use computer keyboard; vision sufficient to see and read; hear and speak to communicate with customers in person and over the phone. The ability to withstand varying weather temperatures; lifting of up to 25 pounds.

### **WORK ENVIRONMENT:**

Typically performs duties in an office environment. May be required to drive throughout the County. Must be willing to work evenings/weekends as required and travel periodically.



**THE PINAL COUNTY RECORDER'S OFFICE  
IS HIRING FOR THE POSITION OF**

**PROGRAM COORDINATOR  
FOR VOTER OUTREACH**

APPLICATION LINK: [www.pinaljobs.com](http://www.pinaljobs.com)

**JOB POSTING CLOSES ON  
NOVEMBER 14, 2019**



**PINAL COUNTY**  
WIDE OPEN OPPORTUNITY