



Title: Community Programs and Projects Coordinator

FLSA Status: Non-Exempt

SAFETY STATUS: Non Safety Sensitive Position

BRIEF DESCRIPTION:

Under general supervision, an incumbent of this position is responsible for the coordination of various standing special programs (which may include fund-raising) and acts as a liaison between the municipality and various community/business organizations and the general public. The employee will be knowledgeable about services and programs offered by the municipality and develop an understanding of community needs. In addition, the employee may seek business/community funding sources which could assist the municipality in defraying costs of programs and projects. Contact and interaction with municipal department personnel, public officials, community and business leaders and the general public is an aspect of this position. This position is responsible for the assessment of community needs, the development with of programs in response to needs assessment, and the coordination of special programs, an emphasis of youth and senior programming at the Hondo Public Library. Does related work as required. Reliable and regular attendance is a necessary component of job/position.

REPORTS TO:

This position reports to the City Manager

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

| (S) Sedentary | (L) Light | (M) Medium | (H) Heavy | (V) Very Heavy |
|---|---|---|---|--|
| Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time. | Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree. | Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly. | Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly. | Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly. |

| # | Code | Essential Functions | % of Time |
|---|------|--|-----------|
| 1 | M | Coordinates special programs/events within the community or municipal government (i.e. Christmas in God's Country, Fourth of July, etc.); and coordinates projects involving municipal units, businesses or other groups, and reviews finished work; emphasis on youth and senior programming at the Hondo Public Library. | 60% |
| 2 | S | Assists department heads or other municipal employees in aspects of the planning, implementation and evaluation of special projects and programs. | 10% |
| 3 | S | Relieves professional staff in gathering community data to assess program effectiveness, increased or additional service needs, community resources, etc.; and, assists in arranging meetings and recruiting speakers to educate the community about goals | 10% |



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|---|---|---|-----|
| 4 | S | Establishes and maintains contact with families of program participants and provides liaison services between participants and municipal departments. Further, interprets program services and distributes informational material to residents to describe what, where and when program services are available to them. Develops program services based on assessment of community needs and resources; | 10% |
| 5 | S | Maintains contact with business and community leaders to coordinate special events and programs (i.e. business district festivals, parades, etc.); Seeks business contributions or funding sources to assist in defraying the cost of special events and programs (parades, municipal celebrations, etc.). | 10% |

JOB REQUIREMENTS:

| -Description of Minimum Job Requirements- | |
|---|---|
| Formal Education | Bachelor’s Degree from an accredited college or university with major coursework in Business or Education, or a related field is preferred. |
| Experience | Over one year up to and including three years. |
| Supervision | Work requires functioning as a lead worker performing essentially the same work as those directed and includes overseeing work quality, training, instructing, and scheduling work. |
| Human Collaboration Skills | Recommendations regarding project development and implementation are made and/or recommended during interactions. Evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction. |
| Freedom to Act | Receives Limited Direction: Within this job, the employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. The assignment may be reviewed upon completion. Performance is reviewed periodically. |
| Technical Skills | Advanced: Work requires advanced skills and knowledge in approaches and systems, which affect community projects and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively. |
| Fiscal Responsibility | Prepares accounting, budget, employment actions, and purchasing documents; and does research to justify language used in documents for a unit or division. May recommend budget allocations. |
| Reading | Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study. |
| Math | Advanced - Ability to apply fundamental concepts of theories, work with |



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| | advanced mathematical operations methods, and functions of real and complex variables. |
| Writing | Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study. |
| Certification & Other Requirements | Valid Texas Driver's License |

OVERALL PHYSICAL STRENGTH DEMANDS:

| -Physical strength for this position is indicated below with "X"- | | | | |
|---|--|---|---|--|
| Sedentary X | Light | Medium | Heavy | Very Heavy |
| Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time. | Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly. | Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

PHYSICAL DEMANDS:

| C Continuously <small>2/3 or more of the time.</small> | F Frequently <small>From 1/3 to 2/3 of the time.</small> | O Occasionally <small>Up to 1/3 of the time.</small> | R Rarely <small>Less than 1 hour per week.</small> | N Never <small>Never occurs.</small> |
|--|--|--|--|--|
|--|--|--|--|--|

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

| -Physical Demand- | -Frequency- | -Brief Description- |
|-------------------|-------------|---|
| Standing | C | observing work site, observing work duties, communicating with co-workers |
| Sitting | C | desk work |
| Walking | F | to other departments/offices/office equipment |
| Lifting | F | files, supplies |
| Carrying | C | files, supplies |
| Pushing/Pulling | F | tables and chairs |
| Reaching | F | for supplies, for files |
| Handling | F | paperwork, monies |
| Fine Dexterity | C | computer keyboard, calculator, telephone pad |
| Kneeling | F | retrieving items from lower shelves/ground |
| Crouching | R | filing in lower drawers, retrieving items from lower shelves/ground |
| Crawling | R | under equipment |
| Bending | F | retrieving items from lower shelves/ground, making repairs |
| Twisting | F | from computer to telephone |
| Climbing | R | ladders, step stool |
| Balancing | R | on ladders, on step stool |
| Vision | C | observing work site, reading, computer screen |
| Hearing | C | communicating with co-workers and public and on telephone |
| Talking | C | communicating with co-workers and public and on telephone |
| Foot Controls | F | Driving |



| | | |
|------------------------------------|--|--|
| Other (specified if applicable) | | |
|------------------------------------|--|--|

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

CD player, DVD player, data projector, laminator, telephone, copier, fax, calculator, computer and associated hardware and software

ENVIRONMENTAL FACTORS:

| | | | | |
|--------------------------|------------------------|--------------------------|--------------------|-------------------|
| C Continuously | F Frequently | O Occasionally | R Rarely | N Never |
|--------------------------|------------------------|--------------------------|--------------------|-------------------|

| | | | | |
|-------------------|--|---|------------------------|-------------------|
| D Daily | W Several Times Per Week | M Several Times Per Month | S Seasonally | N Never |
|-------------------|--|---|------------------------|-------------------|

| -Health and Safety Factors- | |
|------------------------------------|---|
| Mechanical Hazards | N |
| Chemical Hazards | R |
| Electrical Hazards | N |
| Fire Hazards | N |
| Explosives | N |
| Communicable Diseases | N |
| Physical Danger or Abuse | N |
| Other (see 1 below) | N |

| -Environmental Factors- | |
|--------------------------------|---|
| Respiratory Hazards | S |
| Extreme Temperatures | S |
| Noise and Vibration | M |
| Wetness/Humidity | S |
| Physical Hazards | S |

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

| | | | |
|---|---|---|-----------------------------------|
| F Frequently From 1/3 to 2/3 of the time | O Occasionally Up to 1/3 of the time | R Rarely Less than 1 hour per week | N Never Never occurs |
|---|---|---|-----------------------------------|

| -Description of Non-Physical Demands- | -Frequency- |
|---|--------------------|
| Time Pressure | R |
| Emergency Situation | N |
| Frequent Change of Tasks | R |
| Irregular Work Schedule/Overtime | O |
| Performing Multiple Tasks Simultaneously | F |
| Working Closely with Others as Part of a Team | F |
| Tedious or Exacting Work | R |
| Noisy/Distracting Environment | O |
| Other (see 2 below) | N |

(2) N/A

PRIMARY WORK LOCATION:

| | | | |
|--------------------------------|---|---------------------|---|
| Office Environment | X | Vehicle | |
| Warehouse | | Outdoors | X |
| Shop | | Other (see 3 below) | |
| Recreation/Neighborhood Center | | | |

(3)N/A



SIGNATURE – REVIEW AND COMMENTS:

I have reviewed this description and understand the requirements and responsibilities of the position.

| | | |
|---------------------------------------|---------------------------------------|---------------|
| | _____ Signature of Employee | _____ Date |
| _____ Job Title of Supervisor | _____ Signature of Supervisor | _____ Date |
| _____ Job Title of Department Head | _____ Signature of Department Head | _____ Date |

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.