

CITY OF BEREA
POSITION DESCRIPTION

Class Title: Program Coordinator (Part-Time)

Department: Business Development

Supervisor: Director of Business Development

Supervises: None

Class Characteristics: The Program Coordinator has operational and management responsibilities for planning, coordinating, and conducting initiatives of the Business Development program, including the Business Workshop Series, Industry Appreciation Luncheon, Berea Job Fair, and other Business Development events throughout the year. This position performs work as directed by the Director of Business Development.

Distinguishing Features of the Class: Employees in this class report directly to the Director of Business Development. The Program Coordinator manages the activities of planning, conducting, and reporting of Business Development event, and oversees all consultants and contractors to ensure contracts and agreements are executed and implemented to the satisfaction of the Director of Business Development.

General Duties and Responsibilities (Illustrative Only):

Essential:

1. Plans, directs, coordinates and leads activities to ensure that established goals and objectives are accomplished.
2. Implement and manage programs and events from conception through completion.
3. Establishes work plan and staffing for each phase of programs and arranges for assignments.
4. Outlines work plan to assign duties, responsibilities, and scope of work.
5. Reviews status reports and modifies schedules or plans as required.
6. Works closely with partners and stakeholders to develop collaborations.
7. Collaborates with all staff and partners to ensure the program is able to achieve established goals and objectives.
8. Supervises program delivery.

Non-Essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: Bachelor's degree in business or public administration, communications, economics, advertising, marketing, graphics, web development, communications, or related field supplemented by work experience or training in managing programs.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Thorough knowledge of managing programs from concept to completion.
2. Knowledge of, or ability to learn, the goals and objectives of the Business Development Program.
3. Thorough knowledge of, or ability to learn, the City of Berea Business Development Program in order to assist with business development strategies.
4. Thorough knowledge of city government, including all aspects of city government that relate to business development.

Skills:

1. Management skills.
2. Organizational skills.
3. Communication skills.
4. Skill in dealing with local businesses, local citizens, and the general public.

Abilities:

1. Ability to implement and manage programs and projects from conception through completion.
2. Ability to work with partner organizations and staff
3. Ability to communicate effectively, orally and in writing.
4. Public speaking abilities.
5. Ability to prepare and/or supervise the preparation of required records, reports, etc.; ability to insure that reports and forward to required agencies on a timely basis.
6. Ability to establish and maintain effective working relationship with city government administrators, employees, citizens, businesses, and the general public.

ADDITIONAL INFORMATION

Instructions: Very general; must use own judgment most of the time.

Processes: Must frequently refine existing work methods and develop new techniques, concepts, or programs within established limits or policies.

Review of Work: Work is reviewed through written reports and verbal presentations.

Analytical Requirements: Assignments require analysis of figures, data trends, and results of all kinds which directly affect the program.

Tools, Equipment and Vehicles Used: Must operate vehicle as a job requirement; normal office equipment, including computer, telephone, etc.

Physical Demands: Work involves sitting, standing, stooping, walking; lifting light objects of less than 25 pounds is a requirement of the job; must drive vehicle as a requirement of the job.

Contacts: Frequent public and internal contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Limited use of confidential information.

Mental Effort: Moderate.

Interruptions: Constant.

Special Licensing Requirements: Must possess and maintain a valid driver's license.

Availability: Must be able to attend meetings at irregular hours.

Certification Requirements: None.

Additional Requirements: Must meet the job-related physical and psychological requirements in effect at the time of appointment, and must pass any job-related mental, psychological and/or physical qualifying examinations that may be prescribed.

Overtime Provision: Non-exempt.