



# City of Tempe

## SENIOR COMMUNITY SERVICES COORDINATOR+

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	549	<i>Department:</i>	Community Services
<i>Supervision Level:</i>	Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Sr. Recreation Coordinator+
<i>Safety Sensitive / Drug Screen:</i>	Yes	<i>Physical:</i>	Yes

Click [here](#) for more job classification information including current salary range.

### DISTINGUISHING CHARACTERISTICS

This is the advanced-level professional class within the Community Services Coordinator series. Employees within this class are distinguished from the Community Services Coordinator+ by the performance of the full range of duties, as well as overseeing the more complex assignments given to the Community Services Coordinator+. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, are fully aware of the operating procedures and policies of the work unit and are performing the full range of duties assigned to the class. Positions in this class are flexibly staffed and are filled by advancement from the lower class of Community Services Coordinator+.

### REPORTING RELATIONSHIPS

Receives general supervision from Kid Zone Program Manager or Community Services Supervisor or from other supervisory or management staff.

Exercises direct supervision over professional, technical, clerical, contract and volunteer social services staff.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	Two (2) years of experience in the implementation and coordination of educational, enrichment or human service or social and cultural programs and activities according to the requirements of the assigned area, including one year of supervisory experience or experience directly related to the core functions of this position.
<i>Education:</i>	Equivalent to a bachelor's degree from an accredited college or university with major course work in early childhood education, social work, sociology, psychology, education or a degree related to the core functions of this position. A master's degree is preferred.
<i>License / Certification:</i>	<ul style="list-style-type: none"> <li>● Possession of a valid driver's license.</li> </ul>

- May require the possession of, or required to obtain, applicable State licensure requirements.
- May require the possession of, or required to obtain a CPR certification.

## ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To plan, coordinate and supervise activities and staff involved in before and after school programs, camps and services, prevention/intervention services and early childhood enrichment programs; to supervise, plan, direct specialized activities and to perform a variety of duties relative to assigned area of responsibility; or to develop, implement, and assist with programs within Community Services.

## OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Participate in the selection of staff; provide or coordinate staff training; plan, prioritize, assign, supervise and review the work of staff involved in the program area; work with employees to correct deficiencies; implement disciplinary procedures.
- Recommend and implement goals and objectives; establish schedules and methods for specialized programs; implement policies and procedures for the effective operation of the program.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Direct operations of assigned program to include the overseeing and administering of facility use contracts where applicable; schedule program providers and facilities for program offerings; schedule, coordinate and assign personnel to projects while maintaining appropriate staff to child ratios monitor and maintain applicable compliance licenses with various regulatory agencies.
- Consult with and provide community outreach to school officials, non-profit organizations, police, probation officers, public assistance workers, employment service counselors, civic organizations and other public and private agencies in seeking solutions to problems affecting youths or adults.
- Develop and encourage community participation in programs and services through press releases, presentations and referrals.
- Maintain records and prepare reports of program activities.
- Purchase supplies; maintain inventory control; prepare purchase requisitions.
- Prepare and administer grant applications and awards.
- Attend and represent the City of Tempe at trainings.
- Provide pro-active performance planning utilizing performance management tools.

- Perform related duties as assigned.

## COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i>  <a href="#">City of Tempe, AZ : Competencies</a></p>		

## JOB DESCRIPTION HISTORY

*Effective August 2016 (new class created for CS-Kid Zone employees)*

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

**Job Title: Sr. Community Services Coordinator**

**Job Code: 549**

VEHICLE OPERATION	YES	NO
Will this position drive a City vehicle?	X	
Will this vehicle require a Commercial Drivers License?		X

	Never 0% of time	Occas. 1-35% of time	Freq. 36-65% of time	Contin. 66-100% of time
--	------------------------	----------------------------	----------------------------	-------------------------------

WORK WITH OR EXPOSURE TO THE FOLLOWING				
Machinery*	X			
Electrical*	X			
Power Tools*	X			
Hand Tools*		X		
Personal Protective Equipment*	X			
Computer Software				X
Fumes	X			
Chemicals		X		

ENVIRONMENT				
Indoors			X	
Outdoors		X		
Working in or around water	X			
Extreme Heat		X		
Extreme Cold	X			
Office Setting			X	
Confined Spaces	X			
Excessive Noise**		X		
Heights	X			
Sewage Exposure	X			
Bodily Fluid Exposure		X		

ENDURANCE				
Sit			X	
Stationary / Stand		X		
Traverse / Move			X	

VISION REQUIREMENTS	YES	NO
<b>Close</b> (clear vision at 20 inches or less)		X
<b>Distance</b> (clear vision at 20 feet or more)		X
<b>Color</b> (ability to identify and distinguish colors)		X
<b>Depth Perception</b> (three-dimensional vision, ability to judge distances and spatial relationships)		X
<b>Peripheral</b> (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)		X
<b>Ability to adjust focus</b> (ability to adjust the eye to bring an object into sharp focus)		X
<b>No Special Vision Requirements</b>		X

Maximum LIFT / CARRY	Lift	Carry
5-25lbs		
26-50lbs	X	X
51-75lbs		
76-100lbs		

Maximum PUSH / PULL	Push	Pull
5-25lbs		
26-50lbs	X	X
51-75lbs		
76-100lbs		

MOVEMENT	YES	NO
Bend / Stoop / Twist	X	
Crouch / Squat	X	
Kneel / Crawl	X	
Above Shoulder Level		X
Below Shoulder Level		X
Repetitive Arm Use		X
Repetitive Wrist Use		X
Repetitive Hand Use		X
Neck Range of Motion	X	
Climb Stairs / Ladders	X	
Traverse Uneven Surface	X	
Traverse Even Surface	X	

ADDITIONAL CONSIDERATIONS:
- May require working extended hours.

*DEFINITIONS/EXAMPLES
<b>Machinery:</b> bucket truck, riding mowers, backhoe etc.
<b>Electrical:</b> wiring, outlets, fuses etc.
<b>Power Tools:</b> push mowers, jackhammers, drills, chainsaw etc.
<b>Hand Tools:</b> hammers, wrenches, shovels, wheel barrels, saws etc.
<b>Personal Protective Equipment:</b> respirators, Tyvek coveralls, hard hats, fall protection harness etc.

**\*\* Hearing test is required**