

West Florida Regional Planning Council

Job Description

JOB TITLE: Program Coordinator III
ROLE & LEVEL: P3
TRAVEL: 25-50%

REPORTS TO: Planning Manager
FLSA STATUS: Exempt
LOCATION: Destin, FL

WORK OBJECTIVE:

Performs senior level management of and support for community-based public and government related programs. Provides high quality customer service and information and serves as liaison to organization members and public. Work is performed under limited supervision and exercises independent judgment based on previous experience.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Develops, implements, coordinates, promotes, and evaluates programs; ensures program contract or regulatory compliance
- Identifies problems, issues, and opportunities related to the program; develops and recommends short and long-term plans for programs; assists in creating performance objectives; implements and monitors programming to meet desired outcomes
- Serves as support staff for community groups, government agencies, developers and elected officials to include but not limited to: creating agendas, recording minutes, scheduling meetings, and creating public notices
- Assists with fiscal operations by tracking expenditures and making recommendations to management; may assist in developing project budgets and administering the bidding process
- Develops and gives presentations on topics related to assigned area of responsibility at meetings and relevant conferences/workshops; presents reports and other findings to staff, boards, and councils related to assigned area of responsibility
- Coordinates with internal staff to develop reports and recommendations based on statistical data and research
- Oversees and maintains training programs for external partners; facilitates payment to instructors; maintains and submits any related documents for certification purposes to the necessary parties
- Serves as point of contact for agencies and organizations related to assigned area of responsibility
- Receives, reviews, and may prepare monthly progress reports and invoices for projects related to assigned area of responsibility
- Develops yearly outreach plans according to program needs and capacity; implements public relations, marketing and communications strategies to support program goals and increase community awareness
- Manages high-level or complex programs; may review consultant proposals
- Coordinates the efforts of public and private groups that support assigned area of responsibility to encourage continued and increased support throughout the community
- Organizes grant opportunities to leverage the program; may write grants as needed

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- Organizes and attends meetings with designated individuals to foster positive relationships
- Establishes and participates in workshops and events related to assigned area of responsibility
- Coordinates inspections and contractor bidding processes for projects as applicable; works with external partners to determine initial scope of work
- Distributes documents for participants to complete; files as appropriate externally (i.e. with counties, cities, and agencies) and internally; updates documents as needed
- Conducts field evaluations and assessments related to area of responsibility
- Schedules and conducts meetings with boards and elected officials

MINIMUM QUALIFICATIONS:

Bachelor's degree in business, program management, Urban and Regional Planning, or related field; supplemented by five (5) or more years' program coordination experience. An equivalent combination of education, certification, training, and/or experience may be considered. Must pass a pre-employment drug screen and background check.

In addition to meeting the minimum qualifications listed above, an individual must be able to perform each of the established essential functions in order to perform this job successfully.

PREFERRED QUALIFICATIONS:

- Knowledge of transportation planning principles
- Prior knowledge working with an MPO or TPO
- Advanced computer skills

KNOWLEDGE, SKILLS, AND ABILITIES:

- Advanced knowledge of program coordination and development and local government policies and procedures
- Considerable knowledge of principles and practices of research and data collection
- Considerable knowledge of pertinent federal, state and local laws, codes and regulations including recent changes
- Knowledge of specialization such as housing, zoning, transportation, and economic development
- Skill in paying high attention to detail
- Skill in the use of Microsoft Office products (Word, Outlook, and Excel)
- Ability to analyze and define problems, identify alternative solutions, estimate consequences of proposed actions, and implement recommendations in support of goals
- Ability to effectively present information and technical advice to management and external partners
- Ability to determine compliance with regulations and to apply regulations to field conditions
- Ability to exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports
- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to establish and maintain effective working relationships with those contacted in the course of work
- Ability to manage multiple priorities to ensure that deadlines are met
- Ability to prepare clear, accurate and concise records and reports
- Ability to work remotely with to meet deadlines

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PHYSICAL REQUIREMENTS:

Tasks involve light physical effort (i.e., some standing and walking, or frequent light lifting of less than 10 pounds) and minimal dexterity in the use of fingers and limbs in the operating of office equipment. This job operates in a professional office environment. Tasks may involve extended periods of time sitting at a workstation and utilizing a keyboard.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed in a typical office environment without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

SENSORY REQUIREMENTS:

Tasks require sound and visual perception and discrimination. Tasks require oral communications ability.

SALARY RANGE:

Salary range begins at \$46,000 annually. Actual salary offer is based on individual qualifications and funding.

HOW TO APPLY:

Please visit <http://www.wfrpc.org/employment-opportunities> to obtain an application and instructions regarding submission.

Candidates will not be considered until both the application and resume are received.

The WFRPC is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the WFRPC provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. WFRPC is a Drug Free Workplace.