

CITY OF KENNEWICK JOB DESCRIPTION

Classification Title: **Volunteer and Project Coordinator**
Department: **Municipal Services**

Band: C Grade: 4 Subgrade: 2

FLSA: Exempt

Date: March 15, 2004

Title of Immediate Supervisor: Department Director/Division Manager

CLASSIFICATION SUMMARY

Under general direction plans, develops, implements and supervises programs and construction projects as assigned by the Senior Management team. Position is responsible for recruiting, training and coordinating the activities of volunteers and staff.

MISSION

The primary mission of all employees is to provide the citizens of the City of Kennewick with the most efficient and effective service possible. Salaries are paid by the taxes, revenues, and users fees collected from the citizens of Kennewick. Each employee is expected to treat all people with the courtesy and respect due them at all times.

ESSENTIAL DUTIES

FREQUENCY BAND/GRADE

1. Develop, coordinate, design and administer a community wide volunteer program including, developing operational manuals and policies and procedures, supervising and coordinating construction projects, staff and volunteers and identifying budget and schedule requirements.

Daily 30% C42

2. Evaluate program performance including recommending program goals, priorities and delivery strategies; compiling information, analyzing the effectiveness of the assigned program; and interviewing participants for development of historical data on the program.

Weekly 15% C42

3. Supervise and coordinate efforts between departments, staff, volunteers and community agencies; analyzes existing needs and assists departments, staff, volunteers and community agencies in identifying available resources and opportunities.

Daily 15% C42

4. Develop and maintain working relationships with community agencies. Develop and implement a public relations plan and strategy and make presentations to raise awareness and interest of the assigned program. Represent the City of Kennewick on boards and committees

Weekly 10% C42

5. Collect data, compile, prepare and maintain a variety of documents, reports and records for the program. Prepare survey instruments and provide technical reports and presentations to City Council, Senior Management Team and community agencies.

Monthly 5% C42

6. Recruit, supervise and provide training and counseling of program staff and volunteers.

Weekly 15% C42

7. Research funding sources, determine needs, write proposals and administer grants and/or funds raised.

Monthly 5% C42

8. Establish and administer the program budget, determine service levels and required equipment, supplies etc., provide recommendations and track expenditures to ensure compliance with established budgetary guidelines.

Weekly 5% C42

9. Performs other duties of a similar nature or level.

As Required C42

MINIMUM QUALIFICATIONS

Bachelor's degree in Construction Management, Civil Engineering, Architecture or a closely related field and 2 or more years of increasingly responsible program management and experience or an equivalent amount of (7 ~~5~~ or more years) of increasingly responsible program management and supervisory experience. Experience in project and volunteer management, customer service and strong verbal and written communication skills. Proficient use of a personal computer and related software applications. Computer aided drafting experience is desirable. A valid State of Washington driver's license is required.

PHYSICAL ACTIVITY/REQUIREMENTS

To perform the essential functions of the job, incumbents must be able to perform the following:

Reaching, standing, walking, lifting, fingering, grasping, talking, hearing/listening, seeing/observing, repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.