



Life's Just Better Here

POSITION DESCRIPTION

Department:	Leisure Services
Position Title:	Administrative Program Coordinator
Job Code:	1703
Level / Grade:	P2 / 7
FLSA Status:	Non-Exempt

GENERAL DESCRIPTION OF DUTIES

The Administrative Program Coordinator position is an integral part of the Leisure Services Department team responsible for project coordination, special events, planning, budget tracking, accounting, monthly reporting and monitoring, new program formulation and implementation, and special projects within the department. Work includes planning, coordinating, and evaluating program activities including the preparation of special events, contracts, advertisements, press releases, brochures, and reports. The position may supervise subordinates and volunteers engaged in business development and/or public relations activities. Work is performed with independent judgment and initiative within established guidelines.

ESSENTIAL JOB FUNCTIONS

Because it is difficult if not impossible to present a finite list of every possible function to be performed by employee, the City of Wilton Manors reserves the right in its sole and absolute discretion to modify and update this job description and to ask employee to perform tasks beyond the duties presented herein. In the event a change is necessary to update the essential functions of the job, the City will provide as much notice as practicable to the employee.

- Oversees the daily administration of projects assigned by the department director or his or her designee, including coordinating special projects, new programs, monthly reporting, and revenue development.
- Develops operating procedures and policies for department programs, amenities, and services.
- Prepares reports to update management and staff concerning program status.
- Assists with department-related grant monitoring, reporting, and compliance.
- Collects and maintains statistical information necessary to demonstrate the need for and utilization of City leisure services and programs.
- Surveys elements of the community to determine needs, designing programs to meet needs, developing budgets, projecting revenues, and coordinating the activities of volunteers.

- Creates marketing materials and contributes towards newsletters, press releases, brochures, and flyers.
- Attends City Commission and other appropriate meetings, making presentations and providing input as needed.
- Serves as the City's liaison to volunteer groups such as advisory boards, homeowners associations, and school board and outside agencies.
- Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; assists in the preparation of annual budget requests.
- Performs any and all relevant tasks as necessary for the successful operation of the Leisure Services Department.

EDUCATION AND EXPERIENCE

Minimum Qualifications

Any combination of training and experience which would provide required knowledge, skills, and abilities are qualifying. A typical way to obtain the required qualifications would be:

Bachelor's Degree in Recreation or related field supplemented by five (5) years responsible experience in general public recreation programs, to include two (2) years supervisory / management experience in marketing, obtaining sponsorships, coordinating special events, and facilities maintenance and upkeep; or an equivalent combination of education, training, and experience may be considered.

Wilton Manors is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Wilton Manors will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.