



# City of Tempe

## EDUCATION, CAREER AND FAMILY SERVICES COORDINATOR+

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	629	<i>Department / Office:</i>	Education, Career and Family 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>	No

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

### DISTINGUISHING CHARACTERISTICS

This is the journey-level professional class in the Education, Career and Family Services Coordinator series. This class is distinguished from the Sr. Education, Career and Family Services Coordinator+ by the performance of less complex duties. Appointment to the higher level within the classification requires that the employee perform the full range of duties as a City of Tempe Education, Career and Family Services Coordinator with only occasional instruction or assistance as new or unusual situations arise and the employee is fully aware of the operating procedures and policies of the work unit.

### REPORTING RELATIONSHIPS

Receives general supervision from Education, Career and Family Services Supervisor or from other supervisory or management staff.

Exercises direct supervision over other administrative, part-time, and temporary program staff.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	Two (2) years of experience providing educational or human service or social service programs.
<i>Education:</i>	Equivalent to a bachelor's degree from an accredited college or university with major course work in public administration, business administration, education, early childhood education, social work, sociology, psychology, or 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> <p><b><u>When assigned to Kid Zone Program or Tempe PRE:</u></b></p>

	<ul style="list-style-type: none"> <li>● Ability to obtain a State of Arizona Child Care Site Director license, as needed.</li> <li>● Possession of or required to obtain within thirty (30) days of hire, a First Aid and CPR certifications.</li> <li>● Possession of or required to obtain within thirty (30) days of hire, a Level 1 Fingerprint Clearance card issued by the Arizona Department of Public Safety.</li> </ul>
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**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, supervise, and assist with specialized activities, services, and staff relative to assigned area of responsibility within the City of Tempe’s Office of Education, Career and Family 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.
- May assist in recommending and implementing goals and objectives, policies and procedures and establish schedules and methods for specialized programs.
- Evaluate operations, data 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 City of Tempe program offerings, facility use contracts where applicable; schedule program providers and facilities for program offerings; schedule, coordinate and assign personnel to projects; maintain applicable compliance licenses.
- Consult with 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.
- May be required to meet in person with stakeholders and program participants, as well as transport participants in City vehicles to resources and services as needed.
- Develop and encourage community participation in programs and services through press releases, community outreach, presentations, and referrals.
- Maintain records and prepare reports of program activities.
- Purchase supplies; maintain inventory control; prepare purchase requisitions.
- Provide pro-active performance planning utilizing performance management tools.

- Assist with reporting, as required, to the City Council, Council Subcommittees and other Departments and Agencies.
- Assist in program budget development; track and document program budget expenditures and resources.
- Assist with writing grants and responding to proposals to increase funding for programs.
- 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 July 2023*