

**City of San José**  
**CLASS SPECIFICATION**

**COMMUNITY PROGRAMS ADMINISTRATOR (6104)**

<b>DEPARTMENT</b>	<b>ACCOUNTABLE TO</b>	<b>FLSA STATUS</b>
Varies	Varies	Exempt

**CLASS SUMMARY**

Develops, implements, and administers a major community program(s) for local residents. Programs may be assigned to any department and may relate to a variety of different specialty areas such as education and training, literacy, childcare, workforce development, and community outreach. May supervise professional and support staff.

**DISTINGUISHING CHARACTERISTICS**

This is a single level classification that is responsible for the management and delivery of an effective, responsive major community program (or programs). The incumbent may administer the program through coordination with outside agencies, volunteers, other City of San José Departments, etc. and /or directly supervise staff assigned to the program. Various lower level professional and administrative support classifications may report to the incumbent depending on the nature of the program. This classification differs from the Community Services Supervisor in that the latter is typically assigned to Parks, Recreation and Neighborhood Services and is responsible for all facilities and programs in a geographic community service area. This class differs from lower level program coordinators and specialists in that the latter do not have complete responsibility for a major program or the most difficult and complex assignments in administration and direction of a major program.

**QUALIFICATIONS**

**(These qualifications are typically required. An equivalent combination of education, experience, knowledge, skills, and abilities sufficient to satisfactorily perform the duties of the job may be substituted.)**

**Minimum Qualifications**

**Education and Experience**

Bachelor's degree from an accredited college or university with a major in public administration, social work, sociology, psychology or a related field and four years of increasingly responsible professional experience related to the particular program assignment.

**Required Licensing (such as driver's license, certifications, etc.)**

- Possession of a valid California driver's license may be required for some assignment.

**Other Qualifications**

**(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)**

**Basic Knowledge, Skills and Abilities**

**(Needed at entry into the job in order to perform the essential duties.)**

- Knowledge of basic analytical and research techniques.
- Knowledge of effective supervision and administration techniques.

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- Knowledge of Federal, State and local laws and regulations relating to program activities and requirements.
- Knowledge of program evaluation processes.
- Knowledge of basic budgeting techniques.
- Knowledge of grant proposal writing.
- Ability to prepare clear and concise reports and present them effectively both orally and in writing.
- Ability to plan, assign, direct and evaluate the work of subordinate staff.
- Ability to analyze administrative and operational problems and to develop appropriate solutions.
- Ability to establish effective interpersonal relationships with a broad spectrum of public and private organizations and groups and individuals.

**Desirable Qualifications**

**(Knowledge, skills and abilities; licenses, certificates, education, experience that is more position specific and/or likely to contribute to more successful job performance.)**

- Master's Degree in a related field of study
- Excellent knowledge of the regulations, policy guidelines, legislative matters, and rules on related to the program requirements.
- Knowledge of City's goals and objectives related to the program.
- Ability to develop a variety of resources through fund raising, fees, grant writing and various other activities in providing broad based program support.
- Ability to present ideas clearly and persuasively in establishing support for meeting the goals and objectives of community programs

DUTY NO.	<b>TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:</b>	FRE-QUENCY*
1.	Plans, coordinates and implements program goals and objectives; oversees the development and implementation of strategic and annual program work plans.	Frequent
2.	Plans, directs, supervises and coordinates program activities	Continuous
3.	Coordinates activities between outside agencies, service providers, City Departments, and other individuals and entities essential to delivery of a successful program.	Continuous
4.	Develops and monitors budgets for assigned program(s).	Frequent
5.	Directs promotional efforts for the program(s) including the development of information pamphlets, brochures, etc.; making presentations to the community, businesses and other organizations; and attending various meetings and conferences.	Frequent
6.	Works with City staff and community stakeholders to identify and raise funds that support program objectives.	Occasional
7.	Negotiates contracts and grants; prepares and monitors contracts, grants, special funds and other financial transactions to meet program needs; prepares bids and specifications.	Occasional
8.	Stays abreast of current policies, rules, regulations and legislation related to the program(s); makes recommendations regarding compliance, policy changes, etc .	Frequent

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9.	Prepares reports, studies, and other data or information, including preparation of written reports for the City Council, City Manager, outside agencies, private organizations and other entities. May be required to make oral presentations of such reports and information.	Frequent
10.	May supervise subordinate professional and administrative support staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; and, making hiring, termination, and disciplinary recommendations. May also supervise volunteers and contract workers,	Continuous
11.	Performs other duties of a similar nature or level.	As Required

\*Frequency defined as %, (totaling 100%) *or* “Continuous” (daily or approximately 20%+), “Frequent”(weekly or approximately 15%+), “Occasional”(monthly or approximately 10%+), “As Required”(Intermittent or 5% or less)

**CLASSIFICATION HISTORY** Revised & Retitled 4/95 (formerly titled Child Care Coordinator); Revised and Retitled 10/04 (formerly titled Child Care and Youth Services Coordinator) 6104s002