CLASS TITLE: Program Development Coordinator

CHARACTERISTICS OF THE CLASS: Under general supervision, the class coordinates the development and implementation of social service programs and monitors program activities; and performs related duties as required.

ESSENTIAL DUTIES: Collaborates with community and business organizations and partner agencies in identifying community needs and developing social service, educational, training and recreational programs to address those needs; works with community agencies to implement new programs, coordinate special events to promote program awareness and solicit participation and resource sharing; participates in creating program policies and performance standards and monitors agencies for compliance; develops evaluation criteria and procedures for selecting delegate agencies for program funding; provides assistance to public and private agencies, schools and neighborhood organizations in preparing program plans for grant funding; evaluates and selects delegate agencies based on program evaluation ratings; conducts site visits of agencies receiving grant funds to monitor program activities for compliance with funding requirements; evaluates delegate agency programs and prepares compliance reports; provides technical assistance to agencies that are not meeting program requirements; prepares reports on the status, progress and effectiveness of programs.

RELATED DUTIES: Establishes resource and referral networks to ensure program participants receive needed assistance.

MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited college or university with a Bachelor’s degree in the Social Sciences or a directly related field supplemented by two years of progressively responsible community or social service experience, or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Good knowledge of social service theories. Good knowledge of the principles and practices of program planning and development. Good knowledge of program monitoring and evaluation methodology and techniques. Good knowledge of marketing strategies. Good knowledge of budgeting and financial management.

Ability to develop program evaluation criteria. Ability to develop
program promotion strategies. Ability to work with various social groups.

Good skill in the application of program development and implementation strategies. Good interpersonal skills. Good analytical skills. Good organization skills. Good oral and written communication skills.

**Working Conditions.** General office environment.

**Equipment.** Standard office equipment including personal computers.

*Note:* While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

July, 2002
City of Chicago
Department of Personnel
(Title code changed January, 2005)