



City of Tempe

SOCIAL SERVICES COORDINATOR+

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	240	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Human Services	<i>Salary / Hourly Minimum:</i>	\$54,329
<i>Supervision Level:</i>	Supervisor	<i>Salary / Hourly Maximum:</i>	\$73,344
<i>Employee Group:</i>	SUP	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Sr. Recreation Coordinator+
<i>Drug Screen / Physical:</i>	Y	N	<i>EEO4 Group:</i> Professionals

DISTINGUISHING CHARACTERISTICS

This is the journey-level professional class in the Social Services Coordinator series. This class is distinguished from the Sr. Social 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 Social 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 Social Services Supervisor or from other supervisory or management staff.

Exercises direct supervision over other program staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Two years of increasingly responsible experience providing social service programs.
<i>Education:</i>	Equivalent to a Bachelor's degree from an accredited college or university with major course work in early childhood education, social work, sociology, psychology, education, or degree related to the core functions of this position. A Master's degree is highly desirable.
<i>License / Certification:</i>	<ul style="list-style-type: none"> • Must possess and maintain a valid driver's license. • May require the possession of, or required to obtain, applicable State licensure requirements. • May require the possession of, or required to obtain a CPR certification.

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 and supervise activities and staff involved in multigenerational center programs and services, prevention/intervention services and early childhood enrichment programs; to supervise, plan, direct specialized activities and to perform a variety of duties relative to assigned area of responsibility; or to develop, implement, and assist with programs within the City of Tempe's Social Services Division.

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.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- 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.
- Recommend and implement goals and objectives; establish schedules and methods for specialized programs; implement policies and procedures.
- Evaluate operations 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 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.
- Develop and encourage community participation in programs and services through press releases, 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.
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Pending

COMPETENCIES		
CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
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> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY
<p><i>Effective November 1988</i> <i>Revised August 1995</i> <i>Revised June 2000 (Title Change)</i> <i>Revised July 2006</i> <i>Revised August 2008 (update license/certification)</i> <i>Revised Feb 2011 (Driver's license requirement)</i> <i>Revised July 2016 (removed Library Division and Community Services Dpt.)</i></p>