

**JOB DESCRIPTION**

**JOB TITLE:** KMB Executive Director/ Volunteer Program Coordinator

**JOB NO:** PM079212

**JOB FAMILY:** Professional

**FLSA:** Exempt

**SAFETY SENSITIVE:** No

**GENERAL SUMMARY**

To perform duties of a complex and technical nature with respect to the coordination of Keep Mesquite Beautiful (KMB) and volunteer programs and activities; represent the City to other departments and divisions and external business and governmental agencies; recruit, select and coordinate volunteers; and provide highly responsible administrative support.

**SUPERVISION**

General supervision is provided by the Director of Community Services.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. All behaviors comply with the Code of Conduct & Rules of Behavior outlined in chapter 8 of the General Government Policies and Procedures Manual
2. Adheres to assigned work schedule as outlined in city and department attendance policies and procedures.
3. Plan, develop and coordinate KMB programs, activities, and monthly board meetings.
4. Coordinate volunteer programs and services throughout the City; evaluate and determine organizational needs; consult volunteer supervisors in other departments and divisions for accurate requirements; determine individual volunteer needs.
5. Assign volunteers to departments based on requirements and needs; work with volunteer supervisors to monitor and ensure satisfactory job assignments and to correct problems.
6. Coordinate volunteer programs and services for the Department of Community Services by recruiting, selecting, training and motivating volunteer personnel; work with volunteers to correct deficiencies; implement corrective procedures as necessary.
7. Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing KMB and volunteer services; implement policies and procedures.
8. Provide information and give presentations regarding the purpose, objectives, policies and procedures of KMB and volunteer service to other departments and divisions and external business and governmental agencies.
9. Analyze and evaluate KMB and volunteer program effectiveness; identify opportunities for improving service delivery methods and procedures; prepare and present related reports regarding volunteer services including statistical reports; review with appropriate management staff including providing feedback and recommendations as requested; implement improvements.
10. Participate in the development and administration of the KMB and volunteer services program budget; forecast funds needed for equipment, materials and supplies; monitor expenditures; recommend adjustments as necessary.

11. Work with volunteer supervisors to plan, prioritize, assign, supervise and verify the work of volunteer staff responsible for providing emergency volunteer services throughout the City; monitor assigned staff work flow.
12. Prepare, maintain and update various records including KMB and volunteer personnel.

### **OTHER DUTIES AND RESPONSIBILITIES**

1. Provide administrative support to assist staff in the completion of their duties and responsibilities.
2. Perform duties outside assigned work hours as necessary including evenings and weekends.
3. Coordinate KMB related functions and volunteer recognition programs.
4. Perform other duties as assigned.

### **MINIMUM JOB REQUIREMENTS**

#### **EDUCATION**

Bachelor's degree in Public Administration, Public Relations, Communications, Business Administration or related field.

(Professional level work experience may substitute for bachelor degree requirement. One year of professional level work experience may be substituted for each year of required education, up to a maximum substitution of four years. A High School Diploma or GED is required when substituting professional level work experience for the Bachelor degree requirement.)

#### **EXPERIENCE**

Two years of experience coordinating projects, programs, budgets and personnel.

#### **LICENSES AND CERTIFICATES**

Possession of a valid Class C Texas driver's license.

### **COMPETENCIES**

An employee's performance will be evaluated based on five competencies.

- 1) Job knowledge; 2) Teamwork; 3) Customer Service; 4) Flexibility; 5) Work Ethic.

### **KNOWLEDGE, SKILLS AND ABILITIES**

#### **Knowledge of:**

Principles and practices of training and personnel management.

Pertinent federal, state and local laws, codes and regulations, particularly those applicable to KMB and volunteer services.

Principles and practices of budget preparation, administration, forecasting and analysis.

Principles and practices of report preparation and presentation.

**Skill in:**

Project management.

Operating various types of office equipment including computer software, fax machines and copiers.

Preparing and analyzing complex statistical reports.

Public speaking.

**Ability to:**

Supervise, train and organize volunteer staff.

Identify, develop and coordinate effective KMB and volunteer opportunities and programs for departments and volunteers.

Facilitate interest in KMB and volunteer opportunities.

Interpret and apply pertinent federal, state and local laws, codes and regulations.

Tactfully respond to requests and inquiries from the general public.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Represent the City's KMB and volunteer opportunities to a variety of civic groups, schools, and other related organizations.

Organize work for timely completion.

Communicate clearly and concisely, both orally and in writing.

Pass a medical physical examination.

Meet the City's driving standards.

**PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT**

Maintain effective audio-visual discrimination and perception needed for:

- *making observations*
- *reading and writing*
- *communicating with others*
- *operating assigned equipment.*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *bending, squatting, twisting, and kneeling*
- *sitting for an extensive period of time*
- *work out-of doors in all types of weather conditions*
- *carry objects up to 24 lbs.*

**DISCLAIMERS**

The job description is:

- 1) Is intended to describe the general nature and level of work being performed by employees assigned to this job title. It is not intended to be construed as an exhaustive list of all responsibilities, duties, skills and behaviors of employees in this job.
- 2) Not an employment agreement or contract. The City of Mesquite has the exclusive right to alter this job description at any time without notice.
- 3) Intended to describe the essential functions of the position that a qualified individual must be able to perform, either with or without reasonable accommodation.

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

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Department Director

\_\_\_\_\_  
Date

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Director of Human Resources

\_\_\_\_\_  
Date

**DATE ISSUED: October 2000**

**REVISION DATE: March 2002, March 2011**