

**City of Dallas**  
**Classification Specification**

<b>Title:</b>	<b>Coordinator II</b>	<b>Class Code:</b>	<b>30020</b>
<b>Application:</b>	<b>Career Series</b>	<b>Pay Grade:</b>	<b>H</b>
<b>Supplemental/Code:</b>	<b>Administrative/1</b>	<b>Established:</b>	<b>10/01/01</b>
<b>FLSA Status:</b>	<b>Exempt</b>	<b>Revised:</b>	<b>01/01/09</b>

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**Position Purpose:**

Plans and organizes moderately complex interrelated projects and programs in one or more operational areas; develops, collects, reviews and implements operational and program statistics to assess effectiveness; monitors compliance with established criteria to ensure departments comply with applicable rules and regulations.

**Essential Functions:**

1. Plans, coordinates, administers and monitors effective education and outreach programs on a variety of citizen needs and services. Develops plan to provide programs and services to the community. Solicits and prepares grants/funding applications to provide programs to the community. Maintains contact and coordinates services and activities with other city departments, private and non-profit organizations, associations, volunteers, and citizen groups. Composes public information material to promote current, on-going and upcoming events.
2. Plans and coordinates complex one-night activities or multiple small to medium size events in city facilities and centers, provides specialized service to customers of City facilities or centers and coordinates support staff to ensure the success of the event and to encourage repeat business with the City, and ensures all negotiated contractual terms are in compliance with established policies and procedures.
3. Coordinates city regulatory programs to ensure public safety and compliance with applicable laws and ordinances; reviews permits, applications, and other documents for compliance to city codes, completeness, and accuracy; examines and investigates complex service complaints by evaluating evidence, talking with all involved parties, makes violation determinations, and takes disciplinary action such as written warnings, citations or revocation initiation, if necessary.
4. Coordinates and promotes the City's strategic partnerships between local, regional, state or federal governments in order to provide coordinated and comprehensive service delivery. Prepares briefing notebooks and presentation materials for intergovernmental, council, department, and committee meetings.
5. Coordinates and manages a variety of support functions such as duplication, media, coin-operated copiers, print shop, supply, mail room, loading dock and delivery services, and the purchasing of inventory.
6. Coordinates and monitors city programs in order to ensure the City is in compliance with state law, City Charter and City Code; interprets state law, City ordinances, and City policies on program issues for departments; provides recommendations to departments on improving practices and procedures.
7. Coordinates the effective operation and maintenance of city facilities and properties including repairs, communicating with vendors, and supervising staff and ensures compliance with city, state, and federal rules and standards.
8. Regular, reliable and punctual attendance is an essential function of the job.

**Knowledge, Skills and Abilities Required to Perform Work:**

Knowledge of customer service techniques to resolve problems and issues.

May require knowledge of personnel management practices.

Ability to plan and organize operations and events to meet assigned goals.

Ability to develop operational procedures, work schedules, and presentations.

Ability to analyze operational and program statistics to assess effectiveness.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Ability to communicate effectively both orally and in writing with a wide variety of people.

Other abilities and skills as specified for the individual coordinator position.

**Working Conditions and Hazards:**

Work performed under normal office conditions; some positions require exposure to traffic hazards and field environment.

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The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.