

**CITY OF RIVERDALE
JOB DESCRIPTION
Equal Opportunity Employer**

Position	Department	Salary Range	Pay Grade	FLSA Status	Shift / Schedule	Application Expiration
Program Coordinator	Planning & Zoning/Economic Development	\$30,000	36	Non-Exempt	Full-Time	

INTRODUCTION:

The City of Riverdale is establishing Keep Riverdale Beautiful, a Keep America Beautiful affiliate. Keep America Beautiful (KAB) is a leading, national non-profit, which envisions a country where every community is a clean, green, and beautiful place to live. KAB provides the expertise, programs and resources to help prevent litter, reduce waste, increase re-cycling, and protect the natural beauty of the areas around us. Our collective actions champion environmentally healthy, socially connected and economically sound communities. KAB brings people together to transform public spaces into beautiful places. The mission of Keep Riverdale Beautiful is “to inspire and educate people to take action every day to improve and beautify their community.”

The City of Riverdale is seeking a Program Coordinator to assist in launching the Keep Riverdale Beautiful program and coordinating on-going operations. The incumbent must be able to work a varying schedule, including evenings and week-ends, as necessary.

Minimum Qualifications:

- High School Diploma or equivalent.
- 1 - 2 years of active community engagement/volunteer coordination.
- 1 - 2 years of Administrative experience.

Preferred Qualifications:

- 1 – 2 years of experience in a non-profit or related organization.

Major Duties:

- Manages daily operations, in support of Keep Riverdale Beautiful projects.
- Coordinates with the Chair, Keep Riverdale Beautiful Board, as necessary.
- Assures all reporting requirements are completed and on schedule to the KAB national organization.
- Attends Keep Riverdale Beautiful Board meetings and City Council Meetings, as necessary.
- Prepares and distributes minutes of Keep Riverdale Beautiful Board meetings.
- Serves as primary contact of information on Keep Riverdale Beautiful program activities.
- Provides orientation and training to volunteers of the Keep Riverdale Beautiful program.
- Provides administrative support to the Planning/Zoning and Economic Development functions.
- Performs other work related duties, as assigned.

Knowledge Required by the Position:

- Knowledge of Microsoft Office Suite.

Ability Required by the Position:

- Ability to deal tactfully and courteously with general public in sometimes difficult and trying circumstances (Customer Service).
- Ability to establish and maintain effective working relationships with co-workers, other City employees and the general public.
- Ability to effectively communicate, both orally and in writing.
- Ability to work accurately with detailed records and complex information.
- Ability to work independently.

Supervisory Controls:

- Work is performed under the direct supervision of the Director, Planning and Zoning/Economic Development.

Physical Demands:

- The work is typically performed with the employee sitting at a desk. The employee uses tools or equipment requiring dexterity.

Work Environment:

- The work is typically performed in an office setting. Occasional outdoor, community engagement may be required.

-----**APPLICATION PROCESS:** All applicants may be required to complete the following: written exam, physical exam, drug screening, polygraph, and background investigation. A valid Georgia Drivers' License is required.

If you feel you qualify for the above position, and you meet the minimum requirements, you may complete an application at the Human Resource Office, 971 Wilson Road, Riverdale, GA 30296. Applications are available from 8:00 to 4:30 p.m., Monday – Friday. Applications are also available on www.riverdalega.gov.