

CITY OF DELRAY BEACH

Education Coordinator

Class Title

Education Coordinator

Class Code

00728

Salary

\$56,347.20 - \$87,318.40 Annually

- DEFINITION
- BENEFITS

Job Description

This is a professional position responsible for the planning, implementation and coordination of education initiatives carried out by the City of Delray Beach. The staff person serves as the liaison to the City's Education Advisory Board, the primary contact person for education activities associated with the Palm Beach County School District and provides professional planning assistance to the department in the development and documentation of neighborhood planning projects. Work is performed under general direction from the Director of Community Improvement.

Essential Job Duties

The following duties are normal for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Serve as liaison/lobbyist between the City's Education Board, Palm Beach County School Board and area schools to take a proactive approach to education issues within the City.
- Identify and provide grant writing assistance directly to the schools.
- Develop and implement on-going outreach programs with the business community to strengthen partnership with schools.
- Provide a "clearinghouse" for existing and new education-related programs including before and after school care activities, special initiatives and events.
- Responsible for the overall coordination, documenting and compliance under adopted School Concurrency policies and procedures.

- Provide continuous public relation efforts to improve and maintain the public image of Delray Beach schools.
- Develop mentoring programs through neighborhood and community awareness and assistance programs.
- Research grants, write grants, oversee grant program implementation.
- Develops and maintains a City education information web page.
- Prepare studies and research related to neighborhood renewal, economic development, landscape planning, community facilities, housing, transportation, recreation and physical planning associated with the City's neighborhood revitalization efforts.
- Prepare graphic and illustrative materials and reports.
- Represent the City during neighborhood and community meetings.
- Fosters positive employee relations and employee morale on a City-wide basis.

Minimum Qualifications

Graduation from an accredited four year college or university with a Bachelor's Degree in Planning, Business Administration or other related field along with five (5) years experience in a planning office. Two (2) years experience in working with education issues is preferred. Knowledge of land development theories and process in the exercise of zoning and land use planning as practiced in a public agency. Knowledge of Florida and local planning laws and regulations. Knowledge of local government functions, public administration and management. Knowledge of research methods and practices. Ability to work with the supervisory professional staff. Ability to communicate effectively in writing and orally. Ability to speak in public and make effective presentations. Ability to conceptualize, develop task definitions, create workable action plans and direct resources to resolve a problem or achieve an objective. High skill level in written communications and in organization matters. Ability to manage and prioritize routine, specialized and complex assignments and problems utilizing knowledge acquired through prior education, training, and experience. Ability to communicate effectively in oral and written form. Ability to adapt to an evolving and continually improving environment. Requires demonstrated ability to utilize personal computer and office software such as MS Word, MS Excel and electronic mail.

Supplemental Information

Physical Demands/Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described

are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel, or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 25 lbs. Specific vision abilities required by this job include close vision and the ability to adjust focus. Work inside in an office environment and community facility.

2/14/19