

**CITY OF COCONUT CREEK  
JOB DESCRIPTION**

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**JOB TITLE:** Human Resources Program Coordinator  
**DEPARTMENT:** Human Resources  
**FLSA STATUS:** Exempt

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**GENERAL PURPOSE:**

Performs professional work in the Human Resources and Risk Management department coordinating or assisting in coordinating programs related to employee engagement, recognition, events, onboarding activities, and training. Work is performed under limited supervision with latitude in the use of initiative and independent judgment.

**EXAMPLES OF ESSENTIAL FUNCTIONS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the classification. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Coordinates or assists with coordinating assigned human resources programs, such as employee engagement, recognition, events, onboarding, and training
- Plans, coordinates and conducts onboarding activities, including but not limited to conditional job offers, developing and presenting new employee orientation, and coordinating and facilitating quarterly new hire workshop
- Chairs the employee activities committee in order to identify opportunities for expansion of employee engagement activities
- Assists with employee surveys including conducting exit interviews, and may serve on task forces related to employee morale and organizational climate
- Coordinates employee engagement events and activities, including but not limited to Public Service Recognition Week, Take Our Children to Work Day, and employee-focused contests; creates program budget for events and activities and tracks and controls related expenses
- Assists with coordinating other employee events, including but not limited to Open Enrollment, Wellness Fair, and General Assemblies
- Coordinates employee recognition activities, including but not limited to administering milestone anniversary program, creating and distributing anniversary cards, organizing birthday recognition/celebrations, etc.
- Coordinates or assists with coordinating training and development activities for employees, including but not limited to developing and distributing training announcements and fliers, coordination of lunch and learns, seminars, webinars, etc., and development and facilitation of training, as assigned
- Maintains training data via spreadsheets or learning management system
- Maintains department intranet page by ensuring content is up-to-date

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- Performs administrative aspects related to public records requests, employee records and programs; acts as back-up for the Administrative Assistant
- Completes reports, surveys, and projects as assigned
- Maintains manager and employee confidence by keeping human resources information confidential
- Performs human resources customer services functions by addressing day-to-day requests and questions of managers, employees, and applicants
- Explains City human resources policies, procedures, and benefits to employees or job applicants
- Researches information necessary to assist with budget preparation and recommendations, and makes purchases related to assigned programs
- Researches, recommends, and/or implements new programs or improvements to existing programs
- Performs other duties as assigned and/or required

### **MINIMUM QUALIFICATIONS:**

Associate's degree in human resources or related discipline supplemented by a minimum of three (3) years' experience in human resources; equivalent combination of education, certification, training, and/or experience may be considered.

Bachelor's degree in human resources or a related discipline preferred.

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

- Knowledge of federal, state, and local employment laws including Florida Sunshine Law
- Knowledge of basic human resources practices
- Knowledge of Microsoft Office products (Word, Outlook, PowerPoint, and Excel)
- Knowledge of office practices and procedures
- Skill in dealing tactfully and professionally with internal and external customers, including distraught, discourteous or irritated customers
- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes
- Ability to organize and prioritize work, as well as to balance business needs, employee needs, and business risk
- Ability to multi-task while working with tight deadlines and shifting priorities
- Ability to maintain a high level of confidentiality of human resources information
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to quickly and independently learn new software
- Ability to regularly attend work and arrive punctually for designated work schedule

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**PHYSICAL REQUIREMENTS:**

Depending on functional area of assignment, tasks involve the ability to exert light physical effort in sedentary to light work, which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**ENVIRONMENTAL REQUIREMENTS:**

Tasks are regularly performed inside without potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife/vermin/insects, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

**SENSORY REQUIREMENTS:**

Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors.

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The job description does not constitute an employment agreement between the City and employee and is subject to change by the City as the needs of the City and requirements of the job change.

The City of Coconut Creek is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.**

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Job Title

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Supervisor's Name (print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date