Program Coordinator

Bargaining Unit: AFSCME - White Collar

Class Code:
1425

COUNTY OF HUMBOLDT
Established Date: Jul 1, 1997
Revision Date: May 16, 2015

SALARY RANGE

$25.39 - $32.58 Hourly

DEFINITION:

Under direction, plans, develops and implements a specialized program; prepares and monitors program budget and requests for funding; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This class is responsible for the effective implementation of a single specialized program or multiple routine programs. Responsibilities include developing program guidelines and plans, identifying and securing grant funding as appropriate, developing staffing and budget proposals and planning, assigning and reviewing the work of staff to implement the program.

EXAMPLE OF DUTIES:

- Plans, develops and administers program policies and procedures.
- Identifies sources of program funding; prepares grant applications; works with foundations and local funding sources to secure funding.
- Develops annual and multi-year plans and budgets for assigned program(s).
- Reviews and interprets legislation, codes and regulations and ensures program compliance.
- Conforms with administrative requirements to obtain and administer funding; administers and approves expenditure of funds; identifies necessary resources and prepares annual plans.
- Participates in the hiring of assigned staff, recommending selection for management approval.
- Trains staff in program and County policies and procedures; schedules work and approves leaves.
- Evaluates employee performance, counsels employees and effectively recommends disciplinary action and other personnel decisions.
- Works with a variety of community organizations and individuals to arrange and coordinate services and solicit support.
- Confers with managers and staff in other departments and agencies to coordinate activities and resolve issues related to the program.
- Makes presentations to community groups and organizations regarding programs, services and activities.

- Attends various meetings, committees and conferences related to program goals and objectives.
- Directs the maintenance of and/or maintains accurate records and files; prepares reports, correspondence, and a variety of written materials.

QUALIFICATIONS:

<u>**Knowledge of**</u>**:**
- Supervisory principles and practices, including work planning, selection, evaluation and employee training and discipline.
- Principles of program management, including budgeting.
- Principles of program evaluation.
- Applicable laws, codes, regulations and policies.
- Basic business data processing principles.
- Principles of recordkeeping and report preparation.
- Functions and activities of the program to which assigned.

<u>**Skill in**</u>**:**
- Planning, assigning, supervising, reviewing and evaluating the work of staff.
- Training staff in work procedures.
- Developing and evaluating program goals, procedures, standards and methods based on legislative and administrative requirements. Interpreting and applying codes and regulations.
- Preparing effective reports, correspondence and other written materials.
- Maintaining accurate records and files.
- Exercising independent judgment within established policy guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Coordinating multiple projects and meeting critical deadlines.
- Preparing and monitoring a program and/or departmental budget.

<u>**Other Requirements**</u>**:**
- Must possess a valid California driver's license.
- Designated positions may require specific educational attainments or certifications depending on the nature of the program.

<u>**Desirable Education and Experience**</u>**:**
- A typical way to obtain the knowledge and skills outlined above is: Equivalent to graduation from a four year college or university with major coursework in public administration, business management or other related field depending on the assignment, and three years of experience managing, coordinating or providing services in a program related to the assignment.