

## **PROGRAM SERVICES COORDINATOR 1**

### DEFINITION

To develop, coordinate and evaluate community human services programs; to negotiate, write and monitor contracts for a wide variety of community human services programs; and to perform related duties as assigned.

### CLASS CHARACTERISTICS

This is the entry/journey level in the Program Services Coordinator series. This class is responsible to perform specialized administrative work involving the research, development, implementation and evaluation of departmental community human services through contracts, subcontracts and grants, both within County government and other public and private agencies.

Employees within this classification are distinguished from the Program Services Coordinator 2 in that the latter is assigned one or more diverse human service programs involving regular ongoing work with client populations and addressing a range of differing service needs. Program Services Coordinator 2 's are also distinguished from the Program Service Coordinator 1 by the level and variety of responsibilities regularly assumed in their role, an increasingly higher level of independent judgment, discretion, and decision-making exercised. This also involves a working knowledge of differing service areas and systems.

This class is distinguished from the Senior Program Services Coordinator in that the latter has full responsibility for coordinating multiple community human service programs or coordinating a large, complex program and has greater independence and decision-making authority.

### SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned management personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

Develops, produces and promotes the utilization of a comprehensive program plan.

Researches and compiles information on needs, services, service delivery and priorities; develops program plans and implementation procedures; coordinates the implementation of the program plans through other agencies, both public and private.

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EXAMPLES OF DUTIES (con't)

Establishes and maintains liaison with public and private agencies related to the program; integrates department-administered services, contract agencies and the outside programs into a comprehensive system.

Administers contracts with outside agencies; monitors service compliance for both those provided in-house and through contract; reviews service fee schedules and reimbursement procedures; interprets and clarifies guidelines and performance standards.

EXAMPLES OF DUTIES

Provides technical assistance and expert advice in program areas to related advisory councils, commissions and agencies, both private and public.

Develops a plan for the utilization of financial and other resources in order to develop a comprehensive and efficient system.

Attends and participates in meetings and conferences; promotes positive public relations and public education for program.

Develops and monitors legislation having an impact on program; prepares policy statements.

Prepares required reports relating to program for department administration, program managers and others.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of management, including program planning, development, and evaluation and fiscal administration.

Principles and practices of contract administration and governmental services planning.

Principles and practices and terms of the assigned program area.

Preparation and interpretation of descriptive statistics; program auditing techniques.

Ability to:

Work independently in developing goals and procedures, and in anticipating task requirements inherent to the assigned area of responsibility.

Ability to: (con't)

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Develop and maintain productive liaison and public contacts; use sound judgment and discretion in dealing with institutional representatives, citizen boards and the general public.

Effectively analyze data and results of evaluative research projects.

Speak in public and express ideas effectively and persuasively.

Prepare and write reports, grant proposals, written communications, press releases, etc.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

Training:

Bachelor's degree from an accredited college or university with major course work in public administration, community services, business administration or a related field.

Experience:

Two years of increasingly responsible experience in community and human services planning, development and evaluation.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

Deminimus changes to Program Services Coordinator, including renaming to Program Services Coordinator 1, were due to adoption of Program Services Coordinator 2 classification. Approved by County Administrator Bill Van Vactor 3/10/05.