

SENIOR PROGRAM SERVICES COORDINATOR

DEFINITION

To plan, develop, coordinate, implement 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 advanced journey level in the Program Services Coordinator series. This is advanced and specialized administrative work involving the planning, development, coordination, implementation and evaluation of major departmental community human services through contracts, subcontracts and grants both within County government and other public and private agencies. Positions at this level are distinguished from other classes within the series by the full responsibility for the coordination of multiple and more complex community and human service programs, the requirement for advanced knowledge and experience in the specific program areas, and the greater independence and decision-making authority.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned management personnel.

May exercise technical and functional supervision over clerical 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.

Prepares budgets, revenue and expenditure projections, fiscal and other required reports relating to program.

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.

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.

LANE COUNTY
Senior Program Services Coordinator (Continued)

EXAMPLES OF DUTIES

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.

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.

May represent the department as a program specialist with delegated authority; attends and/or participates in meetings and conferences; promotes positive 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, practices and terms of assigned program area.

Preparation and interpretation of descriptive statistics; program auditing techniques.

Rules, regulations, policies and standards governing the program area.

LANE COUNTY
Senior Program Services Coordinator (Continued)

Ability to:

Apply knowledge to the development, implementation and evaluation of programs.

Set goals, plan, establish and implement procedures and anticipate and effectuate changes as needed, following general guidelines and policies.

Compile data from various sources, analyze data, prepare evaluative reports and integrated plans.

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

Develop and maintain productive liaison and contacts with citizen boards, commissions, public and private agencies, department programs and County departments.

Develop and administer program budget.

Work independently within broad guidelines and policies.

Communicate clearly and concisely, both orally and in writing.

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

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.

A Master's degree in the above areas is preferred.

Experience:

Four 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.