CLASS SPECIFICATION

PROGRAM COORDINATOR

DEFINITION

Under direction, plans and coordinates assigned county programs; and performs related duties as required.

EXPERIENCE AND TRAINING REQUIREMENTS (Based on area of assignment as specified on job announcement:)

A bachelor's degree from an accredited college or university with major course work in business administration or a closely related field, AND two years of full-time experience in program administration; OR an equivalent combination of training and experience.

OR:

A bachelor’s degree from an accredited college or university with major emphasis (28 credit hours) in animal science, plant science, education or human services AND two years of full-time experience coordinating and/or implementing educational programs OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

A valid driver’s license is required at the time of appointment.

SUPERVISION EXERCISED

May exercise direct supervision; may act as project or team lead; may direct the work of volunteers and/or coordinate the use of independent contractors.

EXAMPLES OF DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

Plan and coordinate the components and services of an assigned county program, including daily oversight, scheduling, program development and promotion: identify, develop, implement and evaluate operational objectives to meet program goals and objectives.

Establish a network of community support and cooperation by meeting with representatives of government bodies, local businesses, other groups or organizations to promote program objectives, develop new programs and solicit participation, efficiently utilizing available expertise.

Draft cooperative agreements, prepare grant applications and recommendations for new funding sources in conjunction with needs assessments and program evaluations, prepare promotional/educational and other materials to better achieve department/program goals and objectives.

Identify, develop and implement program components and services based on needs assessment and ongoing program evaluations; conduct research to prepare programs component outlines and methods for evaluation.

Identify, develop and present education programs and seminars; develop objectives and curriculum.
May supervise program staff including training in proper work methods and techniques, assigning and reviewing work, conduct performance evaluations, implement discipline and conflict resolution procedures when necessary.

May act as a project lead including providing training and work direction to program staff and/or volunteers.

Conduct ongoing clientele needs assessment and program evaluation by collecting data through various means to determine the success and effectiveness of current program components.

Research and develop recommendations for program expansion capabilities, in conjunction with needs assessments and program evaluations, to better achieve goals and objectives.

Maintain a variety of files and records related to program and grant activities; prepare financial, statistical and operational reports, which reflect program accomplishments.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner, which does not expose them or others to unnecessary harm or risk of on-the-job injury.

May prepare and recommend program budget(s), negotiate prices for goods/services, develop recommendations for space utilization and purchase of equipment and supplies; approve expenditures and monitor budget accounts.

May develop and direct fund raising efforts, including the preparation of grant proposals, so that program(s) may continue or expand levels of service.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** (These may be acquired on the job and are needed to perform the work assigned.)

**Knowledge of:**

Departmental/divisional policies and procedures.

Organizational structures of Washoe County and other entities as they relate to programs, activities and functions of assigned areas.

Terminology, acronyms and subject matter relative to the assigned program(s).

Countywide personnel policies, such as affirmative action, sexual harassment and EEO.

Principles of general management, training and supervision.

Federal, state and County regulations pertaining to the assigned program.

Grant development and administration techniques.

Community resources, including funding sources, pertinent to assigned program.

Management information systems and software programs used in the assigned area.

Budget development methods and techniques.

**Ability to:**

Plan, coordinate and direct the services and staff of an assigned County program.

Select, supervise and evaluate the performance of assigned staff.
Administer program budget and monitor budget accounts.

Promote safe work methods and procedures for employees and volunteers.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.)*

**Knowledge of:**
Program planning and development methods and techniques.

Research techniques, data collection, analysis, and report preparation.

Methods and practices for developing and presenting public information programs.

**Ability to:**
Develop and implement program components and services.

Evaluate programs to determine their effectiveness in meeting goals and objectives and develop and implement program modifications.

Assess situations, identify problems, make logical decisions and implement an effective course of action.

Interpret and apply regulations, policies and procedures.

Maintain accurate records (including accounts maintenance).

Write narrative reports, educational or promotional materials and other documents.

Communicate in a clear, concise manner both orally and in writing, tailoring the message to the intended audience.

Establish and maintain effective working relationships with the public, staff, volunteers and representatives of outside agencies.

Coordinate programs and activities with other entities.

**SPECIAL REQUIREMENTS** *(Essential duties require the following physical skills and work environment.)*

Ability to sit for extended periods. Ability to frequently stand and walk. Ability to lift and move objects weighing up to 25 lbs. Ability to use digital camera equipment and modern office equipment including computers, copiers, printers, telephone, and FAX machine.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*