

PROGRAM COORDINATOR I

JOB PURPOSE AND SUMMARY

Program Coordinator I positions coordinate various components of a single, well defined County program or work may involve more than one program, with a focus on a specific aspect, e.g. research and evaluation of programs for which a higher level coordinator or manager is responsible. Participate in the development of policies, procedures and goals; assist in evaluating and establishing staffing and budget needs; organizing support or technical personnel; assist with evaluating program/project effectiveness, and recommends a course of action. Specific duties vary based on department of assignment and level of responsibilities.

CLASSIFICATION DISTINCTIONS

Program Coordinator I is the first level of the Program Coordinator (PC) professional/management classification series. The PCI is distinguished from the PCII classification in that duties are more routine in nature and positions generally support a higher level coordinator or manager. Although the Program Coordinator I has no supervision of staff, incumbents may guide and/or interact with peers and/or volunteers to instruct, train, and perform as lead on special projects specific to assigned program. Program Coordinator I positions generally exercise limited discretion and budgetary flexibility.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES

- Performs a variety of complex professional/technical support of programs which may include field work.
- Provides analysis of administrative, fiscal and/or program operations for County program(s).
- Prepares technical reports, documents, notices and public information materials requiring research and analysis of program policies, procedures and standards.
- Extract data and analyze project tracking systems and other information systems required for studies, projects and programs.
- Participates in planning, coordination, and implementation of specialized programs
- Participates in the development of budgets, goals, objectives, and program activities
- Provides information to staff, and other interested parties to include public on applicable local, state and federal codes, regulations, requirements, standards, and programs.

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- Conducts research requiring specialized knowledge of the program and an ability to plan and coordinate using independent judgment and limited supervision.
- Participates in community outreach efforts and activities as a community partner/agent of the County as applicable to the department assigned.
- Performs other related duties as required.

QUALIFICATIONS

Degree or equivalent experience relative to the assignment.

Knowledge of: The principles and practices of program management, including planning, scheduling, monitoring, and problem solving; methods and procedures of budget development and justification; application and interpretation of County, state and federal laws and regulations relevant to the program area; analysis and evaluation of policies, procedures, public information, and service delivery issues; local and state lawmaking processes; research methods and techniques; trends and practices within the specialized area; and personal computer applications and usage.

Ability to: Effectively recommend, coordinate, plan, and delegate program components; carry out policy directives of the governing authority in an effective and timely manner; write clear and concise reports, memoranda, and letters; analyze problems, identify alternative solutions, project consequences of proposed actions, and formulate recommendations; utilize various PC applications; interpret and explain policies, procedures, laws, and regulations; establish and maintain effective working relationships.

Other Special Requirements: Some positions require a valid driver's license and a successful criminal background check as required by law.

WORK ENVIRONMENT

Work is typically performed in an office setting with variations in temperature and noise levels, but work may also include field work and travel to meetings, training/seminars, and various public events to include evening meetings and as a result a valid driver's license may be required. Environment includes volume and temperament of people encountered in the course of work. Essential tasks involve reading and review of written documents and the use of personal computer software applications; oral communications both in person and via telephone. Most positions operate at a fast/high pace, with competing time demands. Light lifting and stamina are standard elements, which can be accommodated if necessary. Essential tasks typically include typing/keyboard skills, phone usage, reading, speaking, and listening.

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