



LANE COUNTY
B006
Established 09/18/96
Updated 03/10/05
Updated 09/09/2022
(Previous title: Program Services Coordinator)

PROGRAM SERVICES COORDINATOR 1

CLASS SUMMARY: To develop, coordinate and evaluate community and/or human service programs; to negotiate, write and monitor contracts for a wide variety of community and/or human service 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 and/or 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 community and/or 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 and/or human service programs or coordinating a large, complex program and has greater independence and decision-making authority.

SUPERVISION RECEIVED: Receives direction from assigned management personnel.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

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| 1. | Develops, produces and promotes the utilization of a comprehensive program plan. |
| 2. | 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. |
| 3. | 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. |
| 4. | Administers contracts with outside agencies; monitors service compliance for both those provided in-house and through contract; reviews service fee schedules and |

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5.	reimbursement procedures; interprets and clarifies guidelines and performance standards.
6.	Provides technical assistance and expert advice in program areas to related advisory councils, commissions and agencies, both private and public.
7.	Develops a plan for the utilization of financial and other resources in order to develop a comprehensive and efficient system.
8.	Attends and participates in meetings and conferences; promotes positive public relations and public education for program.
9.	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.

Knowledge of (position requirements at entry):

- 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.

Skills in (position requirements at entry):

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

Training and Experience (positions in this class typically require):

Bachelor's degree from an accredited college or university with major course work in public administration, community and/or human services, business administration or a related field. Two years of increasingly responsible experience in community and/or human services planning, development and evaluation. An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

NOTE: These positions are represented by AFSCME Local 2831.

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Classification History:

FLSA Status: Exempt.

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.

09/09/2022 - Clarifying the focus of the series, moving from community human service focus to community *and/or* human service focus.