



LANE COUNTY
B007B
Bilingual Adjunct
Established 12/15/17
Updated 09/09/2022

SENIOR PROGRAM SERVICES COORDINATOR - Bilingual

CLASS SUMMARY: To plan, develop, coordinate, implement 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 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 and/or 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: Receives general direction from assigned management personnel.
May exercise technical and functional supervision over clerical 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. | Prepares budgets, revenue and expenditure projections, fiscal and other required reports relating to program. |
| 3. | 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. |
| 4. | 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. |
| 5. | 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. |

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Senior Program Services Coordinator – Bilingual (Continued)

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.	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.
9.	Develops and monitors legislation having an impact on program; prepares policy statements.
10.	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, 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.

Skills in (position requirements at entry):

- Applying knowledge to the development, implementation and evaluation of programs.
- Setting goals, plan, establish and implement procedures and anticipate and effectuate changes as needed, following general guidelines and policies.
- Compiling data from various sources, analyzing data, preparing evaluative reports and integrated plans.
- Establishing and maintaining effective working relationships with those contacted in the course of work.
- Developing and maintaining productive liaison and contacts with citizen boards, commissions, public and private agencies, department programs and County departments.
- Developing and administering program budget.
- Working independently within broad guidelines and policies.
- Communicating clearly and concisely, both orally and in writing.
- Preparing and writing reports, grant proposals, written communications, press releases and related material.

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. A Master's degree in the above areas is preferred. Four years of increasingly responsible experience in community and/or human services planning, development and evaluation. An

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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.

Classification History:

FLSA Status: Exempt

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

SENIOR PROGRAM SERVICES COORDINATOR - Bilingual “B”

Language – **Spanish**

CLASS SUMMARY: 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.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.) In addition to the regular knowledge, skills, and abilities required of the employee’s main classification, the bilingual duties of this adjunct classification may include, but are not limited to the following:

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| 1. | Interpreting between English speakers and LEP persons. |
| 2. | Orally translating documents. |
| 3. | Providing oral assistance. |
| 4. | Providing written assistance, including some written document translation. |

Knowledge of (position requirements at entry):

- Both languages, demonstrating the ability to convey information in both languages quickly and accurately.

Skills in (position requirements at entry):

- Communicating clearly and concisely.
- Maintaining confidentiality of communications.

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

An equivalent combination of experience and training or demonstrated abilities qualifying the employee or applicant to perform the duties described herein. These skills and abilities may be acquired in various ways; i.e., education and/or bilingual or bicultural experiences.