



## CLASS SPECIFICATION

Class Code: 60000171  
Date Established: 10/1977  
Last Reviewed: 10/2023  
Last Revised: 10/2023  
Last Title Change:  
FLSA: non-exempt  
Probation: 12 months

### PROGRAM COORDINATOR

#### **DEFINITION**

Under direction, plans and coordinates assigned County programs; and perform related duties as required.

**EXPERIENCE AND TRAINING REQUIREMENTS** *(Based on the area of assignment as specified on the job announcement.)*

A bachelor's degree from an accredited college or university with major course work in business administration, public administration, education, natural science, public health, or human services AND two years of full-time experience in program administration 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.

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

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

Establish a community support and cooperation network 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, and prepare promotional/educational materials to achieve department/program goals and objectives better.

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

Identify, develop, and present education programs and seminars; develop objectives and curriculum.

Supervise assigned staff, which includes staff selection; assigning, scheduling, and reviewing work; providing training in proper work methods and procedures; providing professional development, coaching, and mentoring; writing performance evaluations and implementing 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, needs assessments, and program evaluations to better achieve goals and objectives.

Maintain various files and records related to program and grant activities; prepare financial, statistical, and operational reports reflecting program accomplishments.

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 fundraising efforts, including the preparation of grant proposals, so that program(s) may continue or expand service levels.

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.

### **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.

Principles and practices of supervision, including motivating and coaching employees, training, performance management, and progressive discipline.

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

Grant development and administration techniques.

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

Management information systems and software 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.

Effectively supervise, evaluate, and motivate 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 possessing 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.

Microsoft Office Suite applications.

**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.

Coordinate programs and activities with other entities.

Analyze information, project consequences of proposed actions, formulate alternative solutions, and make appropriate responses or recommendations.

Interpret and apply regulations, policies, and procedures.

Maintain accurate records (including accounts maintenance).

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

Develop and make effective presentations using visual aids and other communication tools.

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 all those contacted in the course of work.

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

Ability to work in a professional environment. 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, telephones, and FAX machines.

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