

PROGRAM COORDINATOR I

NATURE OF WORK IN THIS CLASS:

This is routine technical work involved in planning, developing, implementing, and coordinating federally funded or local programs and projects.

Employees in this class perform routine technical duties independently after initial training and work under close supervision on a variety of more complex developmental assignments.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Participates and assists in reviewing and making studies of provisions of various Federal Grants and Aids Programs; compiles and reviews basic provisions and matching financial requirements.

Participates in the development, implementation and coordination of federally funded programs and projects; reviews and checks federal registers, manuals, and reports.

Participates in the development and implementation of comprehensive plans and annual work programs.

Collects and analyzes statistical data and performs research.

Prepares and submits monthly statistical reports; plans, prepares, and distributes to the media and to the public materials relative to federal and local programs.

Participates in the preparation of the fiscal year program budget.

Performs related duties as assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles and practices of modern public administration.

Knowledge of bookkeeping principles and compilation of statistics.

Ability to plan, develop, implement and coordinate federally funded projects and program.

Ability to learn, interpret and apply pertinent laws, regulations and related program guidelines.

Ability to make work decisions in accordance with appropriate program guidelines.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

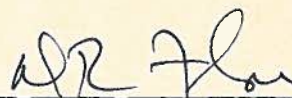
Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

(A) Graduation from a recognized college or university with a Bachelor's degree; or

(B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: JULY, 1980



DAVID R. FLORES, Executive Director
Civil Service Commission