

PROGRAM COORDINATOR III

NATURE OF WORK IN THIS CLASS:

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

Employees in this class perform the full range of complex professional program administration duties including independent work in specialized areas of the profession.

Employees often serve as team or group leaders over less experienced professional staff.

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).

Plans, develops, implements and reviews federally funded projects and programs.

Ensures that each assigned project has a functional evaluation design; evaluates project for cost effectiveness; determines the priority and applicability to projects for future funding.

Confers with department or agency heads, Grants and Aids officials and others in achieving the fullest utilization of federal aid or local programs or projects.

Participates and assist in the promotion and coordination of Federal Grant and Aid Laws.

Develops administrative procedures and guidelines to be followed in the development and implementation of projects and activities.

Assists in the preparation of plans and annual work programs.

Assists in reviewing and analyzing budget requests for federal funding.

Maintains proper control of records of all expenditures and obligations relating to Federal Grants and Aids programs and projects.

Collects and analyzes statistical data and performs research.

Prepares financial reports for submission to federal agencies as required.

Keeps abreast of developments and changes in federal laws, regulations, and congressional bills.

May lead the work of technical employees engaged in the various programs under Federal Grants and Aids or local programs.

Performs related duties as assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles and practices of modern public administration.

Ability to interpret and apply applicable laws, rules, regulations, policies and procedures regarding federal aid or local programs.

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

Ability to 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.

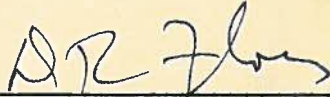
Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

(A) Three years of experience in planning, developing, coordinating or implementing programs or projects or closely related work and 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