

Sierra County Job Classification

Class Title: Program Coordinator

Class Code: 35 – Topography A

Status:

DEFINITION Under general direction of the Assistant Director or Director, the Program Coordinator directly manages programmatic, fiscal and staff supervision for one or more Human Services Programs.

DISTINGUISHING CHARACTERISTICS This class requires knowledge, experience and skills in human services program principles, design, implementation and evaluation. This position has overall responsibility for all facets of program management for one or more programs in a single department.

REPORTS TO : Assistant Director or Director

CLASSIFICATIONS SUPERVISED Public Health Assistant, Community Outreach Coordinator, Health Educator, Mental Health Case Managers, Behavior Intervention Specialists, community volunteers, contracted staff

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

- Work as part of the Department of Human Services management team.
- Supervise, train and schedule staff
- Works closely with state agencies
- Analyze and make recommendations regarding the effectiveness of programs
- Participate in policy development and implementation
- Develop grant proposals, manage grants compliance
- Conduct community presentations and assessments
- Provide prevention services
- Provide records and report to Human Services and other authorized agencies.
- Work collaboratively with other community treatment and prevention providers
- Develop Human Services prevention and program plans

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- Prepare written reports for courts and probation department, and/or state, federal, and county agencies
- Perform other related duties as assigned by supervisor
- Evaluate program effectiveness and makes recommendations for program improvement
- Work extensively with county service providers

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 75 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers and FAX, drive vehicle for moderate distances in varying weather conditions.

TYPICAL WORKING CONDITIONS

Work is performed in an office or classroom environment; occasionally works outside in mountainous areas with wind, rain, and snow; Frequent contact with the public and other staff.

DESIRABLE QUALIFICATIONS

The successful candidate would possess a combination of the following related education and experience in Health and Human Services:

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|---|----------------|
| • High School Education | 2 points or |
| • Bachelors degree in related field | 14 points max |
| • Graduate degree in related field | extra 4 points |
| • Completed substantial work in college courses in related field | 8 points max |
| • Substantial relevant work experience with progressive advancement | 20 points max |
| • Special skills | 4 points max |
| • Continuing education | 5 points max |
| • Supervisory responsibility over non-professional staff | 5 points max |

Minimum points needed for consideration for employment : **37 points**

DESIRABLE QUALIFICATIONS (continued)

This class specification lists the major duties and requirements for this position and is not an all-inclusive list. Employees in this position may be expected to perform additional job duties related

to those set out above and to the types of activities and functions of the employing department and may be required to have additional job related knowledge and skills.

Ability to:

- Communicate effectively verbally and in writing
- Establish and maintain cooperative working relationships
- Organize workload and set priorities

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying.

Education:

A typical way to obtain the required knowledge and abilities would be graduation from an accredited four (4) year college or university with major course work in a related field, plus a graduate degree in a related field and/or five (5) years related experience.

Special Requirements:

- Must have a valid driver's license

Reviewed by: Kevin R. Allen 8-24-06
Personnel Director Date

W. B. Lyon 8/22/06
Assessor Date

Received and filed by: Mary Deering 9/6/06
County Clerk Date

17.	BALANCING	Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces (exceeds that needed for ordinary locomotion and maintenance of body equilibrium).		X						
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II. ESSENTIAL FUNCTIONS (ADA)

VISUAL REQUIREMENTS:

Directions: Please review the definitions and check the appropriate box which indicates how often you perform the activity.

Frequency: This factor includes the frequency to which the task appears while performing the overall job.

A=Rarely (Once or twice, or never performed)

E=Daily (From 0-1 hours per day)

B=Seldom (On a quarterly to yearly basis)

F=Daily (From 1-4 hours per day)

C=Occasionally (On a monthly/bi-monthly basis)

G=Daily (From 4-8+ hours per day)

D=Frequently (On a weekly basis)

ACTIVITY		FREQUENCY						
		A	B	C	D	E	F	G
1.	Work performed requires the ability to see distances under 12 inches.		X					
2.	Work performed requires the ability to see at an arm's length.							X
3.	Work performed requires the ability to see distances over 20 feet.							X
4.	Work performed requires the use of both eyes (field of vision).							X
5.	Work performed requires the ability to distinguish basic colors.						X	
6.	Work performed requires the ability to distinguish shades of color.				X			
7.	Work performed requires depth perception.							X

OTHER FUNCTIONAL REQUIREMENTS:

Directions: Please review the definitions and check the appropriate boxes which indicate how often you perform the activity.

ACTIVITY		FREQUENCY						
		A	B	C	D	E	F	G
1.	Operates truck, tractor motor vehicle, forklift or other moving equipment.	X						
2.	Repetitive use of foot control. right only	X						
	left only	X						
	both							X
3.	Repetitive use of hands. right only	X						
	left only	X						

20.	Works below ground.	X						
21.	Works with hands in water.	X						
22.	Works in confined spaces.		X					
23.	Other - Specify	X						

IV. ESSENTIAL FUNCTIONS (ADA)

PHYSICAL EXERTION:

Directions: If exertion varies, check one or more boxes. Indicate weights, if applicable, and/or the hours per day the exertion is required.

		ACTIVITY					WEIGHT/HOURS PER DAY	
		Up to 10 lbs.	11-25 lbs.	26-50 lbs.	51-75 lbs.	76-100 lbs.	Over 100 lbs.	# hours per day
1.	LIFTING		X					< 1 HR.
2.	CARRYING		X					< 1 HR.
3.	PUSHING		X					< 1 HR.
4.	PULLING		X					< 1 HR.
5.	REACHING		X					< 1 HR.
6.	OTHER (Specify)							