

YUBA COUNTY OFFICE OF EDUCATION
Management Job Description

PROGRAM COORDINATOR

DEFINITION

Under the direction and guidance of the Program Director, plans, organizes, administers, reviews and evaluates the work of staff and all activities related to the mandated state and federal programs for the provision of employment and training services, coordinates activities of the assigned functions with those of other divisions within the service delivery area, performs related work as assigned. Serves as a member of the management team and employment is with the Superintendent of Schools.

DUTIES AND RESPONSIBILITIES

Plans, organizes and executes policies and procedures to provide employment and training services under authority of federal, state and Yuba County Office of Education regulations, policies and procedures. Coordinates local office operations with staff services such as counseling, testing, job analysis, job placement, recruitment, staff training and human resource development to achieve program objectives. Participates in the negotiations of memorandum of understanding agreements with other agencies to provide assistance in cooperative projects. Reviews operating reports to determine effectiveness of program. Attends conferences with officials, employers, labor leaders and other parties to secure assistance in formulating policies for new or ongoing programs. Writes grants for program funding. Creates program budgets and provides budget oversight.

SUPERVISORY RESPONSIBILITIES

Responsible for overall direction, coordination and evaluation of employees under her supervision. Training, planning, assigning and directing work of employees. Addresses complaints and resolves problems.

MINIMUM QUALIFICATIONS

Education and Experience

Bachelor's degree from four-year college or university in job related field or five years related experience and/or training, or equivalent combination of education and experience.

Knowledge

Knowledge of principles and practices of employment and training programs, project planning, development and evaluation; applicable laws, codes and regulations; administrative principles and practices, including goal setting, program development, implementation, evaluation and the preparation of policies and procedures. Knowledge of employee supervision, including selection, work planning, organization, performance review, training and discipline. Knowledge of the community resources that are available to clients and their families. Knowledge of

techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds. Knowledge of records management and contract negotiation and administration. Knowledge of principles of techniques of making effective oral presentations.

Skills and Ability

Ability to read, analyze and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective persuasive speeches and presentation on controversial or complex topics to top management, public groups, and or board of directors. Ability to work with mathematical concepts such as probability and statistical inference. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. Ability to effectively use a computer including Microsoft Office.

Physical Ability

Requires sufficient hand/eye coordination and manual dexterity to use keyboard at a basic rate (45 wpm); sufficient visual acuity to recognize words, letters and numbers; speech and hearing ability to carry on conversations in person and over the phone. Ability to reach and pull materials from files and shelves. Ability to lift light objects (less than 20 lbs.) on an intermittent basis. May be required to lift heavy objects (up to 30 lbs.) on an intermittent basis. Occasionally, frequent lifting, carrying, pushing and pulling of equipment; frequent twisting, reaching, stooping and bending.

Licenses and Certificates

Valid California Driver's License

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09/12/05