



## Senior Project/Services

Coordinator

**Class code:** 534

**Employee Group:** SEIU

**Salary Range:** 24

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### I. Position Summary

Under supervision, develop, coordinate, organize, evaluate and review moderate to larger-sized programs/projects, provide monitoring and promotion for the program, and other staff assistance work as required.

### II. Distinguishing Features

This is a professional journey level class. Employees perform a full range of complex analytical tasks and within a framework of established procedures. At this level, incumbents work with only occasional instruction or assistance. Work is normally reviewed only upon completion and for overall results. May provide basic technical and functional guidance to lower level staff, volunteers and contractors, but supervisory responsibilities are ancillary to the main intent and focus of the position.

### III. Examples of Essential Position Duties

- Plans, develops, coordinates and implements moderate to larger sized programs; implements program plans and monitors effectiveness and evaluates outcomes; performs program analysis of fiscal, administrative, and operational activities.
- Develops and coordinates community resources and support; recruit, screen, train and monitor volunteers for programs as necessary.
- Researches and compiles data and statistical information, analyzes data, establishes program performance benchmarks; summarizes data and prepares written and oral reports; presents information about the program, data and results to appropriate groups.
- Participates in the development of the program budget; tracks revenues and expenditures and accounts for variances; develops and writes grant proposals for programs; reviews the programs funded; monitors program resources and financial expenditures.
- May assist a manager in staffing the program; may staff assigned subcommittees and planning groups.
- Responsible for developing media/public awareness; prepare and present program/event information to diverse groups; provide consultation, education, information and resource advocacy to the community; assists in procuring and monitoring sponsors.
- Prepares reports and maintain records as required.
- Serves on committees; develops or oversee program newsletters.
- Adheres to County and departmental policies and procedures as well as safe work practices, policies and procedures.
- Develops and maintains effective working relationships with other staff, public officials, the general public and representatives of other agencies.
- Attends and participates in required trainings.
- Has regular and reliable attendance.
- Overtime may be required.
- Performs other related duties as assigned.

#### **IV. Knowledge, Skills and Abilities**

Requires knowledge of community/social/organizational development especially with non-structured organizations; knowledge of group processes; ability to communicate effectively orally and in writing; skill in facilitating diverse groups including community policy leaders; knowledge and ability to develop community mobilization projects; ability to use word processing and computer analyzation skills; ability to prepare reports and maintain accurate records; ability to work as a team member and to establish and maintain effective working relationships with other employees, Commission members, clients and the public.

#### **V. Minimum Requirements** (*Performance of the essential duties of this position includes the following requirements, physical demands and/or working conditions*)

##### **Education and Experience**

- A Bachelor's degree in relevant field of assignment, preferably supplemented by a master's degree AND two to three years experience in program development, preferably in a planning capacity; OR
- Any combination of education and experience which provides the applicant with the desired skills, knowledge, and ability required to perform the job.

##### **Licenses, Certificates and Other**

Possession of a current, Oregon Driver's License with an acceptable driving record.

##### **Physical Demands** (*Performance of the essential duties of this position includes the following physical demands and/or working conditions*)

Requires sufficient hand-eye coordination to perform semi-skilled repetitive movements, such as typing, filing, data entry and/or use of calculators, ten-key adding machine or other office equipment or supplies. Typically requires climbing, stooping, kneeling, crouching, reaching, standing, walking, sitting, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions. Requires exerting up to 20 pounds frequently, 50 occasionally, of force to move objects. Minimum physical effort is required. Requires driving. May have slight exposure to communicable diseases and hazardous material and may be subject to uncomfortable working conditions including exposure to dust, noise, heat, cold or moisture.

##### **Working Environments**

Work is generally performed in an office environment and may include exposure to disruptive people and communicable diseases.

#### **VI. Additional Information**

This classification description is not intended to be an exhaustive list of duties, knowledge, skills, abilities, or requirements, as any one position in this classification may be assigned some or all of these duties, in addition to other duties not explicitly listed here. The various duties, responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, seasons, service levels and management's decisions on how to best allocate department resources. Any shift, emphasis or rebalancing of these assigned duties, responsibilities and/or assignments does not constitute a change in the job classification.