

PROGRAM COORDINATOR IV

NATURE OF WORK IN THIS CLASS:

Administers the programs and activities of federally funded programs.

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.)

Directs the planning, development, coordination and implementation of programs and projects under federal grants and aids.

Directs the development and preparation of comprehensive plans and annual work program.

Provides consultation and technical assistance to program staff.

Monitors and evaluates the administration and operation of all federal programs; implements corrective action to improve the overall efficiency and effectiveness of all programs; develops and establishes procedural manual in the administration of program.

Establishes program priorities to determine the most effective distribution of available federal funds; approves, rejects or modifies subgrantee applications.

Confers with public officials and others to achieve the fullest utilization of federal grants and aids.

Oversees the maintenance and proper control of records of all expenditures and obligations relating to the programs; reviews payment requests and recommends appropriate adjustments to budgetary requirements or needs.

Reviews and analyzes budget requests for federal funding submitted by departments and agencies.

Directs various phases of research and statistical activities in support of the programs.

Assesses staff training and technical assistance needs according to short and long range goals.

Keeps abreast of developments and changes in federal laws, regulations, and congressional bills on federal grants and aid 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 programs.

Ability to administer the programs and activities of federally funded programs.

Ability to evaluate operational effectiveness implement changes in program functions to improve effectiveness.

Ability to make work decisions in accordance with pertinent laws, rules and regulations and to apply departmental policies to work problems.

Ability to work effectively with the public and employees.

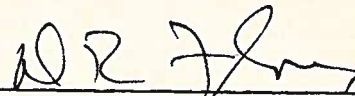
Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

- A) Four years of experience in planning, developing, coordinating or implementing of programs or projects 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