

## **COORDINATOR III**

**GRADE: 13**

### **GENERAL DESCRIPTION**

Performs advanced (senior-level) program coordination work for an assigned health and human services program. Work involves planning, developing, evaluating, and overseeing a major health and human services program and providing consultative services and technical assistance to program staff, governmental agencies, community organizations, or the public. May plan, assign, and/or supervise the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

### **EXAMPLES OF WORK PERFORMED**

Plans, develops, evaluates, and oversees health and human services programs

Develops, implements, and measures the outcomes of health and human service initiatives

Develops policy and procedure manuals and implements rules and regulations for health and human services programs

Evaluates the applications and variations of health and human services programs to develop an action plan for improvement or initiate new health and human services programs

Evaluates research findings relative to health and human services projects being developed

Evaluates information on service delivery system methods, outputs, and activities to identify gaps in resources, and recommends improvements

Oversees and evaluates surveys, inspections, or reviews to determine compliance with requirements, laws, regulations, policies, and procedures related to health and human services programs

Oversees the analysis of operations and reviews reports, recommendations, and justifications

Reviews health and human services performance reports and implements appropriate changes

Provides consultative services and technical assistance to plan, implement, and monitor effective health and human services programs and services

Works with and speaks to community and professional groups to coordinate, improve, and stimulate interest in health and human services programs

May assign and/or supervise the work of others

Performs all other related duties involved in the operation of the Public Health Department as assigned or required

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

Two to three (2-3) years of experience in a field related to the specific health and human services program. Graduation from an accredited four-year college or university with major course work in a field relevant to the assignment is generally preferred. Experience and education may be substituted for one another.

### **Knowledge, Skills, and Abilities**

Knowledge of local, state, and federal laws related to the program area; of public administration and management techniques; of statistical analysis processes; and of program planning and implementation.

Ability to gather, assemble, correlate, and analyze facts; to devise solutions to problems; to prepare reports; to develop and evaluate policies and procedures; to communicate effectively; and to supervise the work of others.

Good verbal and written communication and presentation skills

Bilingual preferred

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

### **SAFETY REQUIREMENTS:**

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

