

PROGRAM COORDINATOR I

CREATE

GRADE: ~~09~~ **10**

GENERAL DESCRIPTION

Performs entry-level technical assistance regarding program rules and regulations. Assists in review and documents all phases of project selection, progress, and completion. Travels to job sites to ensure project compliance. Assists in reviewing and approval of contract compliance and project eligibility.

EXAMPLES OF WORK PERFORMED

Assist in maintaining, performing and reviewing all related duties to projects such as surveys, requests for payments, procurement compliance, site visits and inspections, reviews specs and plans, bid process, etc.

Provide technical assistance to Colonia representatives and non-profit organizations

Assist in preparing and recommending approval of project eligibility, environmental review, and citizen participation documents

Chart project progress and program compliance

Provide technical assistance to City, County, State and Colonia representatives in all areas of program rules and regulations

Review and recommend project payment requests to Supervisor

Process amendment and other program changes as may be necessary

Assists in preparing monthly, quarterly, and annual activity reports

Maintains project files

Assists in the preparation of public notices and in conducting public meeting

Ability to work well with others.

Performs all other related duties as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Two (2) years of experience in direct administration of CDBG funds or work in the municipal or county environment preferred. Graduation from an accredited school or

university with a Bachelor degree in Political Science, Business Administration or related field preferred. Two (2) years of experience maybe substituted for one (1) year of education.

Knowledge, Skills, and Abilities

Knowledge and experience in interpreting federal rules and regulations

Good verbal and written communication

Knowledge of MS Word, Excel and 10-key calculator

Registration, Certification, or Licensure

May require a valid driver's license

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.

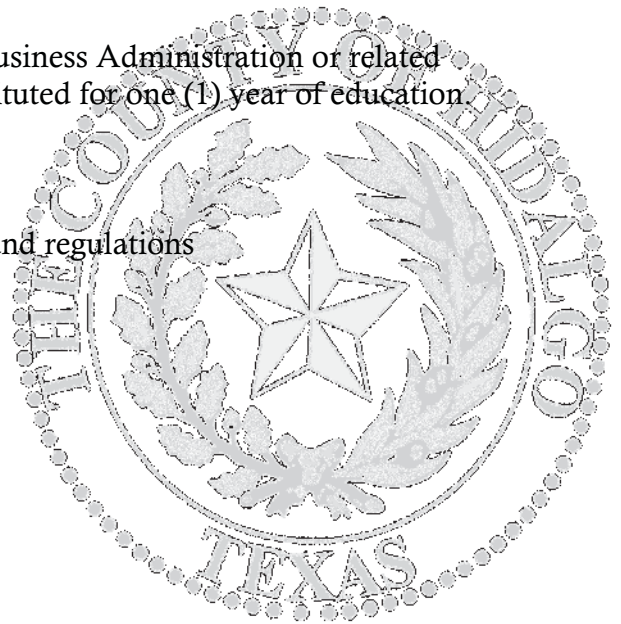
SAFETY REQUIREMENTS:

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

- sitting for extended periods of time
- 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