

# HIDALGO COUNTY

## **PROGRAM COORDINATOR I**

### **GENERAL DESCRIPTION**

Performs entry-level technical assistance regarding program rules and regulations. Work involves coordination of assigned program in the County's departments. Responsible for coordination of a variety of community activities and programs.

### **EXAMPLES OF WORK PERFORMED**

Develop and implement a variety of programs, projects and activities

Coordinate with existing organizations to address community economic or social service needs

Conducts needs assessments and meets with community residents, leaders and community groups to identify needs and available resources

Collaborate with other organizations to plan and develop programs and activities or improve coordination of existing services offered by the County

Research funding sources, develop short and long range plans, and compile informational reports

Assists in the development and monitoring of project and/or program budgets

Assists in the development and implementation of operating policies and procedures

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.

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

Chart project progress and program compliance

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 administration of community program funds or work in the municipal or county environment

Graduation from an accredited college or university with a Bachelor's in Political Science, Business Administration or related field

Two (2) years of experience maybe substituted for one (1) year of education

### **Certificates, Licenses & Registration**

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

### **Knowledge, Skills, & Abilities**

Knowledge and experience in interpreting federal rules and regulations

Good verbal and written communication

Bilingual (Spanish and English) with ability to converse fluently in both languages

Knowledge of MS Word, Excel and 10-key calculator

Ability to exercise sound judgment in making administrative decisions involving staff and service activities

Knowledge and thorough understanding of federal and state grant programs and of various budgeting techniques

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents

Ability to effectively present information to top management, public groups, and/or boards of directors

Employee prepares and reviews budgets, read correspondence, reports and memos and reviews contracts for services

## **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

