

COMMUNITY ACTION PROGRAM COORDINATOR**NATURE OF WORK**

This position involves professional administrative and supervisory work directing and coordinating the Community Action Program (CAP).

An employee in a position allocated to this class is responsible for administering and supervising the operations of the Community Action Program and assigned staff. Work involves developing procedures and policies for program activities in a cooperative manner with applicable Federal, State and local rules and/or regulations. The work requires contact with other agencies, public officials, civic groups and the general public. The work also involves service planning, grant development and monitoring of services provided through CAP, contracts, as well as functioning as the primary staff contact person with the Community Action Council Administering Board.

The work is performed under the general supervision of the Human Services Division Director.

EXAMPLES OF WORK

Directs and coordinates the planning, implementing and monitoring of Community Action Program services to assist low income residents to become self-sufficient. Such activities may include a community assessment of service needs and planning and coordination in support of the six National Goals. Individual services overseen may include utility assistance, employment assistance, housing, emergency food and shelter and referrals for services and advocacy.

Prepares grant applications and manages the service delivery programs approved within the grant applications. Completes and submits all program monthly, quarterly and annual reports. Responds to all grant monitoring reports and implements all related requirements. Develops grant budgets and assists with the preparation of County budgets.

Develops contracts related to the work of the Community Action Program and monitors implementation.

Provides staff support to the Community Action Council Administering Board. Attends meetings, ensures reporting requirements and Board of County Commissioners related documentation is completed and submitted in a timely manner. Ensures all member nominations are processed and maintained current. Reviews meeting minutes and oversees distributions to the Administering Board. Acts as liaison with the Community Action Council Administering Board and the community at large.

Writes/issues counseling forms/disciplinary actions; handles employee complaints and grievances; recommends the hiring, termination and promotion of staff.

Participates in community groups/meetings related to the work of the program.

Prepares reports and other required program documentation.

Performs related work as required.

COMMUNITY ACTION PROGRAM COORDINATOR - CONT'D**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Extensive knowledge of Federal, State and local regulations pertaining to Community Action Programs.

Knowledge of program/service delivery system design.

Knowledge of resource allocation of labor and service outputs.

Knowledge of budget development and allocation of financial resources.

Ability to establish and maintain effective working relationships with private and public agencies, organizations and individuals.

Ability to organize, analyze and implement work plans.

Ability to communicate effectively orally and in writing.

MINIMUM ENTRANCE REQUIREMENTS

Graduation from an accredited college or university with major course work in a Social or Behavioral Science; three (3) years of progressively responsible experience in social service supervision, administration and service planning; or any equivalent combination of related training and experience.

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