YAKIMA COUNTY, WASHINGTON
CLASS SPECIFICATION
CLASS TITLE: Program Coordinator III

BAND: C	GRADE: 4	SUBGRADE: 2	CLASS CODE: J23-1542
DEPARTMENT: Varies	ACCOUNTABLE TO: Varies	JOB FAMILY: Administration - Programs	OVERTIME STATUS: Non-Exempt

JOB SUMMARY: Incumbents are responsible for planning, developing, implementing and coordinating service delivery within one or more County programs including serving in a lead capacity over diverse programs or professional staff. Performs professional or technical programmatic duties and responds to the most difficult service delivery issues.

DISTINGUISHING CHARACTERISTICS:
The Program Coordinator III is the highest level of a three level classification series. The Program Coordinator III is distinguished from the Program Coordinator II class by responsibility for more diverse programs and/or serving in a lead or supervisory capacity over professional level program staff.

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	BAND/ GRADE
1	Participates in recruitment, selection, monitoring and evaluation of staff. Assigns, reviews and coordinates work of technical and/or professional staff and provides coaching and training to staff and volunteers as needed.	C4
2	Serves as an on-site resource for immediate response to complaints and issues. Resolves availability and quality of service problems and analyzes or assesses service needs.	C4
3	Develops and maintains working relationships with community, regional, State and national contacts; visits key officials and prepares correspondence. Speaks to community organizations to raise interest and awareness of the particular program. May provide staff support to various advisory boards and committees.	C4
4	Performs professional level program work such as: interviewing and counseling clients, students, and family members; assessing treatment needs; developing and administering work plans; participating in court hearings and/or providing testimony; reviewing case materials; and designing computer or other statistical or complex technical evaluation tools.	C4
5	Prepares, negotiates and tracks contracts and budgets; authorizes expenditures and prepare statistical reports. Participates in sourcing of grant funds, writing proposals and monitoring of grant conditions.	C4
6	Serves as a liaison between department management and program staff; coordinates efforts between agencies, staff, providers, clients and/or volunteers; reviews legislation and provides communication of new laws, policies, procedures and updated information regarding new resources.	C4
7	Performs other duties as required.	

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Knowledge of: (position requirements at entry):

Knowledge of:
- Leadership and supervisory theories, practices and principles;
- Methods of community resource development and communication;
- Contracting principles and techniques;
- Terminology, laws, rules, and regulations governing area of assignment;
- Technical program development methods and techniques;
- Operational methods, principles, issues and service standards of the area of assignment; and
- Customer service techniques and team building concepts.

Skills (position requirements at entry):

Skill in:
- Using a personal computer and related software applications, and operating basic office equipment;
- Assigning, monitoring and evaluating the work of others;
- Applying project management techniques and coordinating work unit activities;
- Developing and implementing long and short range programs;
- Interviewing and counseling clients and applying customer service techniques;
- Preparing and monitoring grants;
- Collecting, compiling, organizing and maintaining information and notes of progress and compliance;
- Applying time management, work organization, crisis management techniques;
- Giving presentations, public speaking, and facilitating meetings;
- Complying with laws, codes, ordinances, and regulations;
- Researching, gathering and analyzing statistics and other information and writing reports; and
- Establishing and maintaining effective interpersonal relationships with County and other officials, at all organizational levels and with the public; and
- Communications, oral and written, sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

Bachelor's Degree in a related field plus two years of progressively responsible program experience; or an equivalent combination of education and experience which provides knowledge, skills and abilities sufficient to successfully perform the essential duties of the job. Some positions may require lead or supervisory experience.

Licensing Requirements (position requirements at entry):

Some positions may require specific certifications, depending on nature of assignment.
Some positions may require successful completion of additional job-related training upon appointment.
Some position may require a WA Driver's License.
Some positions may require a criminal history background check.

Working Conditions:

Environment: work outside of standard business hours and multiple work locations;

Physical Demands: bending, carrying, handling, lifting, reaching, sitting, standing, walking, fingering, balancing, climbing, crawling, crouching, kneeling, hearing, smelling, talking, visual acuity.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time.

Intellectual Demands: ability to multitask, confidentiality, ability to work under pressure, ability to articulate and communicate in conversations, ability to follow written and verbal instruction.

Classification History:

Created: 06/01/03
Revised: 11/30/22