

COLUSA COUNTY OFFICE OF EDUCATION

CATEGAORY: PROGRAM SUPPORT

CLASSIFICATION: CLASSIFIED

JOB TITLE: FIRST 5 COLUSA ADMINISTRATIVE PROGRAM COORDINATOR

BASIC FUNCTION:

Under the supervision of the First 5 Colusa Executive Director, the Administrative Program Coordinator provides program development and administration support to the implementation of programs and grants administered and/or funded by First 5 Colusa. They will be responsible for the coordination of the activities of First 5 Colusa; plan and implement resources for improving health and development of young children and their families; develop collaborative partners allowing agencies to create an integrated service delivery system focused on school readiness.

REPRESENTATIVE DUTIES:

Administrative Functions and Duties:

Perform a variety of complex and technical clerical support duties. **E**

Prepare and maintain program files; make calculations as necessary and provide written information from file data; assure compliance with State and federal regulations. **E**

Prepare and maintain records, reports and files for the program. **E**

Operate a computer terminal to create, prepare, type, duplicate and distribute a variety of reports and other materials for an assigned program, including correspondence, reports, purchase orders, forms and other documents. **E**

Answer telephones and take messages or refer calls; greet office visitors and direct to appropriate personnel; provide assistance and information related to program activities. **E**

Prepare and maintain reports, records, and other statistical and quantitative data. **E**

Prepare purchase orders, bills, and invoices and maintain purchasing files for the program; reconcile financial activity reports with purchasing files. **E**

Assist in creating and maintaining web and intranet pages; use web publishing software to create documents and other web based resources. **E**

Prepare formalized meeting agendas and minutes consistent with Brown Act requirements. **E**

Operate office equipment such as a typewriter, calculator, computer terminal, copier, facsimile, and multi-line telephone. **E**

Serve as a resource to the public; assist with referrals and applications for various programs.

Receive, sort and distribute incoming communications. **E**

Arrange calendar and schedule rooms for conferences and assessment activities. **E**

Program Support Functions and Duties:

Schedule meetings, prepare agendas, prepare public notice of meetings and take minutes of program meetings. ***E***

Collaborate with agencies, businesses, organizations and other interested parties to foster partnerships designed to improve services focused on children age 0-5 and their families. ***E***

Prepare and process grant documents, which includes contract agreements, insurance, invoices, monitoring documentation, program reports, compliance reports, and program site visit reports. ***E***

Coordinate and oversee grant activities and functions. ***E***

Supervise the coordination of AmeriCorps members assigned to programs and/or grants. ***E***

Prepare and conduct needs assessment, analyze assessment results. ***E***

Attend various community advisory and other meetings that will assist in fulfilling assignment. ***E***

Report to First 5 Colusa Children and Families Commission, Superintendent & District Board of Trustees, as needed. ***E***

Assist in the development a Sustainability Plan for the program. ***E***

Provide technical expertise and consultation services to assigned program staff, contractors, and grantees to ensure compliance with grant agreement and evaluation requirements. ***E***

Review and analyze quarterly reports submitted by program staff, grantees, and contractors to ensure conformance to budgetary and programmatic objectives and requirements. ***E***

Conduct evaluation activities, including; compilation, processing and entering program data and analyzing the impact of a funded program. ***E***

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Child Development, Education and Social Service Systems

Program planning and implementation

Research and evaluation principles

Community outreach and organizing techniques

Childcare issues, access to health issues, parent education and/or literacy programs

Computer software applications to accomplish program goals

Budget preparation and management

Grant and proposal processes

Cultural sensitivity and awareness

Confidentiality requirements

Administrative Management practices

ABILITY TO:

Coordinate and oversee grant activities and functions of the First 5 Colusa Children & Families Commission
Assure program effectiveness and make recommendations and changes as needed
Schedule and/or conduct in-services and cross training for staff and collaborative partners
Seek out community resources; develop and manage community outreach strategies to enhance the programs ability to communicate with all segments of the county
Understand importance of culturally appropriate materials, evaluation designs and data gathering tools
Establish and maintain effective relationships with agencies, organizations, child care providers, teachers, and children and their families in the community
Maintain records and prepare reports
Effectively communicate orally and in writing
Work as an effective team member
Maintain confidentiality
Operate computer and other office equipment
Analyze situations accurately and adopt an effective course of action
Meet schedules and time lines
Plan and organize work
Lift and carry objects weighing up to 25 pounds
Operate a vehicle to conduct work

EDUCATION AND EXPERIENCE:

Associates Degree in Child Development*

*An equivalent combination of training and experience may be substituted for education requirement of Associates Degree in Early Childhood Development, social sciences, psychology, health, education, behavioral sciences or related field. Experience with community outreach and education, along with a strong knowledge of the education and social service systems is also desired. Additional experience may include work in program coordination, planning, grants management or contracting in a health or human services agency, non-profit organization, or public agency.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License, a reliable vehicle, and current insurance

WORKING CONDITIONS:

ENVIRONMENT:

Office
Field Work
Constant interruptions

PHYSICAL ABILITIES:

Hearing and speaking to exchange information and make presentations
Hearing and speaking to exchange information in person or on the telephone
Seeing to read and prepare a variety of document and reports
Sitting or standing for extended periods of time

Dexterity of hands and fingers to operate a computer keyboard and standard office equipment

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Reaching overhead, above the shoulders and horizontally to retrieve and store materials

Bending at waist, kneeling and squatting

Lifting, pushing, pulling and carrying objects weighing up to 25 pounds

Driving a vehicle to conduct work

HAZARDS:

Potential for contact with blood-borne pathogens and communicable diseases

Employee Group: Classified - Unrepresented

FLSA Status: Non-Exempt

Salary Schedule: 312

Approval Date: January 2017