

## COMMUNITY ACTION COORDINATOR

### DEFINITION

Under direction of management, plan, supervise, coordinate and implement effective, compliant and accountable grant-funded Community Action programs for multiple counties, including emergency service programs, and housing programs; to perform highly responsible assignments in the unit or program to which assigned.

### DISTINGUISHING CHARACTERISTICS

This is a coordinator level position within the Human Resources Agency. The Coordinator has responsibility for the day-to-day compliance and administration of assigned Community Action programs, and plans activities related to resource development for assigned Community Action programs. This may include housing programs, food banks, victim services and individual and family self-sufficiency programs or community self-help programs. The employee exercises broad judgment in defining work objectives and determining methods to meet objectives within programmatic regulations and requirements. This level is distinguished from the Housing Rehabilitation or Community Services Manager in that the Manager assumes complete and final authority over activities and operations of several programs and responsibility areas.

### SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Community Action Managers or Deputy Director; exercises direct supervision over technical and professional unit staff.

### EXAMPLES OF DUTIES -- Duties may include, but are not limited to, the following:

Coordinates specific targeted community, family, or housing programs as assigned. Coordinates activities of program, and activities of partner, or sub-contract agencies.

Plans, coordinates, directs and provides resources to families and community members including collaborative development and community leadership.

Supervises, trains, schedules, and completes performance evaluations of assigned staff including interns, volunteers, and professional service providers.

Communicates with management regarding program progress and major problems and issues.

Assists in coordinating and providing staff training.

Participates in budget preparation and administration for assigned programs.

Coordinates and monitors assigned operations to ensure compliance with policies, procedures, and regulations and to ensure productivity and efficiency of technical operations.

Maintains accurate and detailed records; verifies the accuracy of information and qualification of applicants for services; researches discrepancies and notifies appropriate personnel or agency. Oversees records retention for assigned programs

May administer office automation systems which includes, performing system modifications, troubleshooting, backups, user support and training as required. Word processes and proofreads a variety of documents; enters a variety of departmental data into computer; retrieves information as needed.

Prepares, maintains and processes a variety of records, reports, plans, correspondence, charts, tables, logs, legal documents, as required.

May perform routine to complex bookkeeping work as assigned, which may include processing accounts payable and receivable, reconciling balances, preparing billings, disbursing funds, collecting and receipting payments, preparing statements, preparing deposits, etc.

Attends a variety of meetings with staff, other departments/divisions and/or outside agencies as appropriate.

Receives and responds to inquiries, requests for assistance and complaints from County staff, outside agencies or the public.

Performs routine office duties as required, including but not limited to typing reports and correspondence, copying and filing documents, entering computer data, assembling materials, faxing information, answering the telephone, processing mail, etc.  
Provides direct client services as required.

Performs related duties as assigned.

#### QUALIFICATIONS:

##### Knowledge of:

Pertinent federal, state and local policies, procedures, laws, and regulation.

Principles of program coordination and administration.

Principles and practices of leadership and supervision.

Principles of Community Action.

Principles of family support and leadership.

Principals of case management, social work, and crisis intervention.

Community resources and partnership dynamics and collaboration development.

Principles and techniques of teaching, learning, counseling, outreach and interviewing.

Business letter writing and report preparation; English language usage, punctuation, spelling, and grammar.

Modern office procedures, practices and technology, including the use of computers for data entry and word processing.

Ability to:

Understand, interpret and apply federal, state, and local policies, procedures, laws and regulations.

Plan, organize and carry out community events, meetings and training sessions.

Provide effective leadership and supervision of assigned staff.

Participate in community assessments.

Work effectively with individuals and families to assist them in the satisfactory solution of family crisis and challenges.

Secure the cooperation of and work effectively with individuals and agencies.

Analyze situations accurately and take effective action.

Solve complex work related problems.

Prepare and maintain reports, records and logs.

Speak confidently and professionally before various groups.

Communicate clearly and concisely, both orally and in writing.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible experience in social service and/or grants administration work.

Training:

Bachelor's degree with major course work in social services, public administration, business, social science or related field. One year of experience may be substituted for one year of education.

LICENSE OR CERTIFICATE:

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Classification Code:	6456101
Bargaining Unit:	12
FLSA Status:	Y
Workers' Compensation Code:	8810
Pay Table:	CNTY
Range:	Refer to current "Class Range Sort List"