

PROJECT COORDINATOR

DEFINITION

Coordinate, direct and supervise operations and personnel assigned to project. Develop and implement, including adult probation and juvenile probation, and provide highly responsible technical staff assistance in the areas of probation, criminal justice and traffic.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Department Head, exercises direct supervision over professional, technical and clerical staff.

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

Recommends and assists in the implementation of goals and objectives of the project.

Allocates fiscal, personnel and inventory resources for project implementation.

Confers with juvenile courts, law enforcement officials and probation officer.

Coordinates meetings and activities of Steering Committee and Intervention Team.

Facilitates youth connecting with and referral to prevention and intervention services as needed.

Coordinates and/or performs the completion and submittal of quarterly and annual reports.

Works closely with others to complete data collection and develop management information system.

Develops public awareness documents and publicity materials.

Ensures all unit activities and operations are in compliance with applicable federal, state and local laws, regulations, and funding guidelines.

Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Contemporary principles of adult and juvenile probation services.

Pertinent federal, state and local laws, codes and regulations.

Project Coordinator
Rev.- 03/12/06
Rev.- 02/11/07
Rev.- 07/01/07
Rev.- 01/13/08
Rev.- 07/13/08

M.O. #6-3/21/06
M.O. #22-2/6/07
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Judicial processes in juvenile, criminal, and civil court proceedings.
Principles and practices of family law.

Principles and procedures of court proceedings related to family law.

Principles and procedures of family counseling.

Principles and practices of organization, administration and personnel management.

Principles and practices of budget preparation and administration.

Principles of supervision, training and performance evaluation.

Knowledge of youth gang involvement and gang-related activities.

Ability to:

Work full-time with high-risk gang-involved populations.

Set priorities and work independently in the absence of supervision.

Interact with school personnel, student, parents, law enforcement and other community agencies.

Identify community resources to assist in crime and delinquency prevention.

Interpret and apply federal, state and local policies, procedures, laws and regulations.

Analyze problems; identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals of the project.

Gain cooperation and collaboration through discussion and persuasion.

Administer a budget.

Assist in selection of project staff, and train, supervise, and evaluate those staff.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING GUIDELINES:

Any combination of experience and training that would be likely to 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 administrative experience in planning and coordination of social service programs, professional law enforcement and/or probation experience, including supervisory experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major work in social welfare, probation, corrections, psychology, public administration or related field.

LICENSE OR CERTIFICATE:

Possession of, or ability to obtain, STC Administrators Core Course Certificate (§183, Title 15 CCR).

Possession of, or ability to obtain, an appropriate valid California Driver's License.

Possession of a Penal Code Section 832 Certificate.

Classification Code:	3456001
Bargaining Unit:	12
FLSA Status:	Y
Workers' Compensation Code:	9410
Pay Table:	CNTY
Range:	346