



# COUNTY OF GLENN



## Is recruiting for a **PROGRAM AND ADMINISTRATIVE SERVICES COORDINATOR**

### DEADLINE TO APPLY

**Friday, October 7th, 2022**

### COMPENSATION

**\$2,336.80-\$2,840.80 Bi-weekly**

New employees should anticipate being hired at the beginning of the salary range.

Plus an excellent benefits package:

Mid Managers Summary of Benefits

### THE SELECTION PROCESS

Candidates must submit a completed job application, resume and cover letter. Application packets will be screened and candidates considered best qualified will move forward to a competitive examination process, which may include a written exam, practical skills exam, an oral interview, fingerprinting/background check or medical examination process if applicable. Eligible lists are used for Full-Time (40 hrs./wk. with benefits), Part-Time (20-39 hrs./wk. with benefits), and Public Service employee (PSE) temporary (limited benefits).

### THE POSITION

The Program and Administrative Services Coordinator is located in the Community Action Department. This position leads, plans and coordinates a variety of activities and operations for the three county programs of the Community Action Department; may provide supervision over lower level staff; and performs related duties as assigned. This position is scheduled for forty (40) hours per week.

### THE IDEAL CANDIDATE

The ideal candidate will be able to work collaboratively with supervisory and management staff in monitoring departmental divisional goals, policies and procedures, and determining priorities.

### WHAT YOU'LL DO

- Plans and coordinates compliance and quality information services and activities for programs within the Community Action.
- Assesses and identifies compliance violations and issues; and recommends an appropriate solution for correction; ensures plans for correction are documented.
- Serves as team leader and fosters a flexible and cooperative team environment.
- Researches and prepares grant applications for program funding.
- Prepares financial documents, assists with budget preparation and sound fiscal systems.
- Assists in developing public awareness documents and publicity materials.
- Prepares, reviews and analyzes data to identify trends and issues; such as, no show data, exit interview data, customer experience, etc.
- Attends and participates in various committees and meetings; reports on quality improvement initiatives, issues and activities.
- Coordinates special short-term projects that benefit the community.

A complete job description and list of duties can be found at [www.countyofglenn.net](http://www.countyofglenn.net)

**About Glenn County** Glenn County has a population of 29,132 and is located mid-way between Sacramento and Redding in Northern California. Glenn County is primarily an agricultural community with mountains on the west, the Sacramento River bounding the east side and the Interstate 5 corridor taking you through the rich farm land of the County. With over 1,188 farms, agriculture remains the primary source of Glenn County's economy. Major commodities include rice, almonds, milk products, prunes, bees and livestock.

## ARE WE A MATCH?

- You are able to establish and maintain cooperative-working relationships with those contacted in the course of work.
- You have knowledge of contract and grant preparation, and submission.
- You are able to evaluate and interpret case results and performance outcome measures.
- You have knowledge of business letter writing and report preparation; English language usage, punctuation, spelling and grammar.

## MINIMUM QUALIFICATIONS

### **EXPERIENCE:**

Two years of increasingly responsible administrative experience in the planning and coordination of social service or grant programs.

### **EDUCATION:**

Completion of 60 semester units from an accredited college with major course work in social work, psychology, public administration or related field. Bachelor's degree with major course work in social work, psychology, public administration or related field desired, but not required. Substitution: Additional progressively responsible experience in any of the functional areas noted above may be substituted for the required education on a year-for-year basis up to a maximum of two years.

## IMPORTANT APPLICATION INFORMATION

To apply for this job opportunity, submit a completed County of Glenn employment application packet online at [calopps.org](http://calopps.org) or to the Personnel Department: 525 W. Sycamore Street, Willows, CA 95988 by 5:00 P.M., Friday, October 7th, 2022.

This recruitment may be used to establish a list to fill future vacancies for the next six (6) months.

### Application packets must include the following

- A Glenn County Employment Application
- Transcripts and/or Certificates
- Résumé
- Cover Letter

- The County of Glenn is an Equal Opportunity Employer. Qualified individuals with disabilities who need a reasonable accommodation during the application or selection process should contact the Personnel Department.
- The above information is general in nature and does not constitute an expressed or implied contract. The County of Glenn has the right to rescind this recruitment at any time.