

## CLASS SPECIFICATION



**CLASS:** First 5 Program Coordinator  
**ALLOCATION:** County Administrator  
**FLSA STATUS:** Non-Exempt  
**UNION AFFILIATION:** YCEA

**ESTABLISHED:** September 2020

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### **JOB SUMMARY:**

Under general supervision, perform program-specific coordination, planning, development, implementation, and/or evaluation of programs that target children 0-5 their families and community partners and providers that serve them; provide technical support and training to families, community partners, providers and key stakeholders related to program implementation; maintenance and filing of required documents; develop program policies and procedures necessary to coordinate and accomplish program objectives; build and foster community collaborations; provide direct educational services; perform related work as assigned.

### **CLASS CHARACTERISTICS:**

This is a stand-alone journey level class. This position reports directly to First 5 Yuba Commission Executive Director. This class is distinguished from the Program Specialist in that the latter has more complex programmatic and analytical responsibilities as well as performs lead or supervisory related duties.

### **EXAMPLES OF DUTIES:**

#### **Essential:**

- Plan and coordinate needs assessment to determine local needs of various target groups; research and evaluate available resources; and develop programs accordingly to meet identified needs.
- Provide long term, short term project management, such as during initial program development as well as during program implementation stages.
- Research and analyze programs, policies, procedures, organizational structures, existing and proposed legislation and related issues; and formulate recommendations.
- Oversee the development of data collection instruments, data collector training, sampling plans, data collection methodology, data analysis, report writing, and preparation of dissemination tools used to present results to the community.
- Design and conduct formal evaluation studies to assess program effectiveness; analyzes, interprets and presents results and recommendations to funded partners.
- Serve on program development committees and task forces; act as liaison to various agencies and organizations; participate in a variety of internal and external meetings.
- Prepare a variety of written materials including correspondence, technical, narrative and statistical reports, meeting minutes, and other written material.
- Apply education, social service, and public health intervention frameworks to address individual, family and community based needs related to health and development.
- Recruit sites for presentations, workshops, specialized training and media messaging; coordinate scheduling and implementation of such activities; ensure that participants are notified and adequate materials are provided.
- Provide specialized training, technical assistance and support to families, providers, community groups and other key stakeholders; facilitate care coordination making appropriate referrals to community agencies providing relevant services and timely follow up.
- Establish and maintain cooperative and effective working relationships with a wide range of individuals, community groups and agencies and county agencies.
- Plan, organize, and facilitate conferences, outreach, and a variety of other activities to inform and educate the community and stakeholders on issues related to health and development in assigned areas of responsibility.
- Basic monitoring of budgets and reports any major budget changes or adjustments or needs to program accordingly.

#### **Important:**

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Perform a variety of office administrative support duties such as processing mail, maintaining files, preparing

- records and reports, scheduling meetings, preparing correspondence and maintaining databases.
- Use standard office equipment, including a computer in the course of the work; drive a motor vehicle to various work sites.

### **EMPLOYMENT STANDARDS:**

#### **Knowledge of:**

- Basic principles of program planning, development, implementation, and evaluation; program documentation and grant reporting.
- Principles and methods for curriculum and training design, teaching and instruction for individuals and groups and the measurement of training effects.
- Techniques of outreach, education, basic counseling and referral at a paraprofessional level.
- Techniques for educating and modifying behavior of both individuals and groups.
- Resources available in the community for client support and treatment.
- Applicable laws, codes and regulations.
- Principles and processes for providing customer service and personal services, including customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Computer applications related to the work.
- Techniques for preparing effective visual presentations.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Record keeping and report preparation principles and practices.
- Techniques for understanding and effectively communicating with individuals of various cultures and with various types and stages of substance abuse and social or emotional disorders.
- Principles and techniques of making effective oral presentations.
- Human behavior and performance; individual differences in ability, personality and interests; learning and motivation.
- Group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures and their impact on behavior.

#### **Skill in:**

- Collecting, compiling, analyzing, and presenting a variety of data in a meaningful way.
- Developing and implementing various data collection and reporting systems.
- Performing technical level research, analytical and programmatic work in a variety of areas.
- Interpreting, applying and explaining applicable laws, codes and regulations and procedures
- Maintaining accurate records and files.
- Preparing clear and concise reports, correspondence and other written materials.
- Organizing and implementing educational components of public health programs.
- Coordinating services and activities among a variety of groups, including adults of various age categories as well as youth.
- Researching, developing and preparing effective educational and informational materials.
- Dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.
- Using initiative and independent judgment within established procedural guidelines.
- Assessing and prioritizing multiple tasks, projects and demands.
- Working within deadlines to complete projects and assignments.

#### **Ability to:**

- Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
- Communicate information and ideas in speaking and writing so others will understand.
- Combine pieces of information to form general rules or conclusions, including finding a relationship among seemingly unrelated events.
- Apply general rules to specific problems to produce answers that make sense.
- Motivate volunteers and work with youth and adults in a supportive, enthusiastic, non-judgmental manner.

- Define problem areas and collect, interpret and evaluate data; define and recommend solutions or alternatives.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Use initiative and independent judgment within general policy guidelines.
- Use tact, discretion and prudence in dealing with those contacted in the course of the work.
- Working without close supervision in standard work situations.

**Physical Demands:** The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group IV) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.
- Drive a motor vehicle in order to visit work sites, schools, and individual homes and attend meetings.
- Strength to lift children weighing up to 40 pounds.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**Work Environment:**

- Typical office environment, school, individual homes, childcare sites, worksites and/or clinic setting.

**QUALIFICATIONS:**

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

**Licenses and Certification:**

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.

**Special Requirements:**

- Attend meetings and/or events outside of normal working hours.
- Must successfully complete an extensive and thorough background investigation, which may include Live Scan fingerprinting prior to hire.
- DMV printout prior to hire.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

**Education and Experience:**

**MINIMUM:** Graduation from a four year accredited college or university with major course work in a social work, early child education, psychology, public health, health sciences life sciences, physical sciences, or in a management field such as public administration or business administration, and some experience in program planning, coordination and implementation.

*Candidates with strong experience who lack the degree are encouraged to apply.*

**PREFERRED:** In addition to the minimum, a Master's degree from an accredited institution with major course work social work, early child education, psychology, public health, health sciences or life sciences, physical sciences, or in a management field such as public administration or business

administration or a minimum of two additional years of experience in program planning, implementation and evaluation related to children ages 0 to 5.

**This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.**

Approval: Department Head

Date:

Signature: \_\_\_\_\_

Human Resources Approval: Analyst

Date:

Signature: \_\_\_\_\_

EEOC: E  
WC: 9410

Revised: