

LINN COUNTY CLASSIFICATION

TITLE: CHILDREN & FAMILIES COORDINATOR

NUMBER: 528

APPROVAL ORDER

PAY RANGE: 20

NUMBER: 2001-157

CATEGORY: MANAGEMENT/EXEMPT

DATE: March 28, 2001

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Plan, coordinate and manage the activities of the Children and Families Program and staff and support the Linn County Commission on Children and Families.

SUPERVISION RECEIVED: Receives general and administrative direction from the Health Services Administrator, and works cooperatively with the Chair of the Linn County Commission on Children and Families.

SUPERVISION EXERCISED: Exercises direct supervision over administrative, contracted and other personnel assigned to the Children and Families Program.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Manage and guide Children and Families Program activities, including program planning, development and administration.
2. Coordinate, staff and support the Linn County Commission on Children and Families.
3. Provide support, assistance, contract monitoring and evaluation of Commission programs and Commission-funded community providers. Ensure the development and execution of County Comprehensive Area-wide Service Delivery Plan, pursuant to State guidelines and guidance from the Commission on Children and Families, recommend goals and objectives; develop or assist in the development and implementation of policies and procedures.
4. In conjunction with the Commission on Children and Families, develop and implement work activities, projects and programs; develop needs assessment methods. Conduct research on children and family issues and model programs; analyze and develop local outcome indicators based on benchmarks; develop methods for evaluating service outcomes; maintain knowledge of current trends, issues, and services.
5. Monitor fiscal recordkeeping, reports and expenditures to assure compliance with funding, auditing and monitoring sources; administer approved budget.
6. Assist in the development of requests for proposals; assist with negotiation, preparation and administration of contracts for outside professional services; assist with preparation and coordination of agreements with other community agencies and County departments.

7. Represent the County at state and county level meetings, as assigned; promote community awareness of and interest in children and family needs, issues and strategies; facilitate partnerships among local commissioners, representatives of advisory groups, public and private groups, and the general public in planning for the delivery of services to children and families; serve as liaison with community groups; coordinate Commission advocacy efforts; communicate statewide with children and family representatives.
8. Provide for training and technical assistance to local commission members, local services providers, general public on children and family issues, roles and responsibilities of Commission.
9. Supervise, train, and assign work, monitor and evaluate performance of assigned personnel. Participate in the selection of new employees, work with employees to correct deficiencies, implement discipline procedures, provide or coordinate staff training.
10. Prepare and present reports and maintain correspondence related to program functions.
11. Perform a variety of public relations activities.
12. Develop and maintain effective, harmonious and reasonable work relationships with others.
13. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

14. Other duties as assigned.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Knowledge of the principles, methods and techniques of program planning, evaluation and management; principles, methods and techniques used in providing services to children and families; child and family issues; community partnerships and resource development strategies and techniques; principles and practices of contract and budget administration; pertinent local, state and federal laws and ordinances.

Skill and ability to organize, direct and evaluate a comprehensive children and families services program; administer a budget; analyze problems, identify alternative solutions, project consequence of proposed actions and implement recommendation in support of County program goals; supervise, lead, support and motivate assigned staff and volunteers; establish and maintain effective working relationships with Board of Commissioners, Commission on Children and Families, advisory boards, committees, community organizations, providers, and the public; communicate clearly and concisely, both orally and in writing.

EXPERIENCE, EDUCATION AND TRAINING: Equivalent to a Bachelor's degree from an accredited college or university with major coursework in human services, public administration, business administration or a related field, and five years of progressively responsible experience in human service planning and program administration. Experience in providing services to children and families is preferred. A Master's Degree may be used as a substitute for one year of the required experience. A satisfactory equivalent combination of experience, education and training which will demonstrate the required knowledge and abilities to perform the work described will be considered.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license and an acceptable driving record are necessary.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in an office setting and in community locations throughout the County. Work requirements include the ability to sit and move about; see, talk and hear; use hands to finger, handle or operate objects or controls; and reach with hands and arms. The work requires the ability to lift or move thirty (30) pounds.