

EXHIBIT B: PROGRAM COORDINATOR POSITION DESCRIPTION

CLASS CHARACTERISTICS

Under general direction, to plan, organize and coordinate the development, implementation and evaluation of the Mid-Willamette Homeless Initiative program; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The program coordinator is responsible for the overall management of specialized efforts to develop a cohesive, collaborative and coordinated system of care that extends the reach of resources available to the Mid-Willamette Valley homeless population. Such efforts may include working closely with a network of local non-profit service providers, governmental agencies, and local businesses to provide case management, emergency housing, transitional housing, permanent supportive housing, mental health and substance abuse counseling, and domestic violence interventions. Efforts may also include system development, organizational evaluation and other projects to improve the efficiency and effectiveness of the program. The focus of this position is on development and evaluation of a program to address homelessness. The program coordinator will be an employee of the Mid-Willamette Valley Council of Governments but will be responsible for implementing policies established through the Mid-Willamette Homeless Initiative and a Policy Team.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Develops and designs new projects and programs to address homelessness based on the needs of the community. Develops project definition and scope, including management plan for project organization and staffing; confers with consultants, advisory groups and management to prepare overall project schedule, budget and cost control system; develops and maintains project reporting system.
2. Develops and modifies homeless program policies and procedures. Plans and coordinates programs and projects with other with agencies and services providers.
3. Organizes, facilitates and participates in task forces to identify needs, evaluate services and establish objectives for addressing homelessness; participates in developing project/program goals, policies and procedures; promotes individual agreement and group consensus on project/program issues; identifies options and evaluates fiscal and operational impact; develops and implements strategies and action plans.
4. Promotes positive public, intergovernmental and media relations; represents project or program at meetings; develops and coordinates intergovernmental agreements; acts as liaison with federal, state and local governments and regulatory agencies.
5. Identifies financing strategies to fund project/program; coordinates, prepares and submits grant applications and other funding requests; prepares and administers project/program budget; monitors and controls expenditures for compliance with budgets, grants and other restrictions; forecasts revenues.

6. Analyzes program and project budgets, monitors expenditures and assists in the preparation of the program's budget.
7. Participates in the preparation, coordination, review and negotiation of contracts for professional, technical, consulting, construction and other services; monitors and coordinates contractor activities for compliance with contract provisions, budgets and schedules; reviews and approves expenditures for compliance with contract terms and program policies.
8. Manages the bid process for materials and services; develops bid specifications for Requests for Proposal and Qualifications; analyzes bids and makes recommendations for contract awards; ensures receipt of bonds, insurance and schedules from contractors.
9. Coordinates long-range program planning; facilitates, monitors and coordinates review and input on program design; serves as liaison to key stakeholders, including the Council of Governments, City and County staff, citizen advisory committees, community groups, service providers, and other public agencies.
10. Establishes program organizational structure, staffing, services, equipment and personnel.
11. May supervise and/or coordinate the work of regular and temporary employees assigned to provide managerial, professional and administrative support to project/program; hires and directs staff to provide quality service to citizens and advisory boards; prepares performance evaluations; implements progressive discipline; ensures services are provided with the exceptional customer service and the highest level of ethical standards

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: Issues related to homelessness and resources for addressing homelessness, including federal homeless program rules and regulations, grant writing and administration, performance and outcome measurement methods, and social service programs, including homeless services; principles and practices of organizational design and personnel management; principles and techniques of project/program management; principles and techniques of contract, budget and grant administration; federal, state and local laws, rules and regulations applicable to assigned project/program area; government financing methods and funding sources; techniques of negotiation and public relations; and programmatic analysis.

Skill to: Communicate effectively, both orally and in writing; navigate sensitive political issues, understand governmental constraints and opportunities and the nonprofit culture; prepare, negotiate and administer contracts and intergovernmental agreements; interpret and apply laws, rules and regulations; ensure completion of assigned project within establish budget, time and legal guidelines; formulate and evaluate policies and procedures; develop and justify budget, time and legal guidelines; administer and control the distribution of funds according to approved budget requests and grant proposals; facilitate meetings; prepare necessary documentation; compile and analyze data and develop recommendations; design, develop and implement procedures for efficient operations; prepare and deliver oral presentations; plan and direct the work of professional and administrative support staff; work effectively with persons of various social, cultural, economic and education backgrounds, using tact and discretion; and establish

and maintain effective working relationships with other government agencies, employees, advisory groups, the media and the public.

WORKING CONDITIONS

Reasonable accommodations may be made for a successful candidate needing assistance with occasional site visits.

OTHER REQUIREMENTS

Incumbent must possess a valid driver's license and possess and maintain an acceptable driving record throughout the course of employment. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation.

MINIMUM RECRUITING STANDARDS

A Master's degree in social services, public administration, or a related field and three years of related experience with programs or services addressing homelessness are preferred. Seven or more years' experience that demonstrates possession of the required knowledge and skills may be substituted for a degree.