

COMMUNITY COORDINATOR

General Statement of Duties and Responsibilities

Under general direction, with wide latitude for independent initiative and judgment, performs very responsible work in the supervision, planning, implementation, coordination, monitoring and/or evaluation of community development programs. If assigned to the Department of Correction, is responsible for the administration of a residential treatment facility providing services to offenders; performs related work.

Examples of Typical Tasks

Plans, implements, coordinates, monitors and/or evaluates programs providing important community services.

Performs difficult work in the preparation of planning documents required for funding.

Prepares evaluation reports, performs analyses and reviews program plans, funding and performance.

Makes recommendations on policies and procedures.

Provides authoritative interpretation of complex problems.

Provides technical assistance and training to subordinate staff in techniques of program implementation and management.

May act directly as the long-term manager of a specific community development program.

If assigned to the Department of Correction: Administers a community-based residential treatment center for offenders; maintains custody and security and provides proper care, treatment and discipline of all inmates on a twenty-four hour a day basis; recruits, supervises and trains staff; maintains close cooperation with local agencies, institutions, Board of Parole and parole and probation officials; develops and coordinates community resources to provide services to center residents;

Qualification Requirements

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or

COMMUNITY COORDINATOR (Continued)

2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

Lines of Promotion

None. This class of position is classified in the non-competitive class.