

STATE OF NEBRASKA  
CLASS SPECIFICATION  
EST: 10/93 – REV: 03/09

CLASS CODE: C73260  
OVERTIME STATUS: N

### DHHS PROGRAM COORDINATOR

DESCRIPTION: Under limited supervision, coordinates the administration of various state and federally funded programs throughout the state to include grant/contract administration, budget monitoring, and the development of program policies, procedures, and evaluation criteria to ensure compliance with state and federal regulations; performs related work as required.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Monitors overall program budget and allocation of funds through the ongoing review of accounting documents, review of audits from contracted programs, and on-site evaluation reviews.

Provides training, technical assistance and networking to community leaders, organizations and cooperative projects.

Provides liaison between and confers with various federal and state authorities, policy review staff, and community leaders.

Reviews and prepares written and oral summaries on state and federal legislation.

Drafts legal contracts, evaluates proposals, negotiates contracts and recommends approval.

Makes arrangements for and accompanies federal staff to insure that necessary documents are available for audit.

Organizes annual statewide conference on assigned program issues attended by health, legal, education and other social service community organizations.

Responds to information requests from the public, federal and state agencies.

Provides technical assistance to communities on proposed projects, grant application procedures, program development, and evaluation criteria.

Researches and writes required plans, grants, proposals and reports for timely transmittal to federal and state authorities.

Chairs advisory board(s) responsible for determining priority rating of proposed community projects based on community needs and funding resources.

Writes program policy and procedures consistent with state or federal guidelines.

Coordinates the development of program goals and evaluation criteria with agency staff, community officials, and/or other state government staff.

C73260 – DHHS PROGRAM COORDINATOR (continued)

Responsible for funding recommendations with funds from state and federal entities.

Participates in public hearings on proposed policy revisions.

Prepares grant applications to federal agencies requesting funds to support program initiatives.

Develops corrective action plans for program deficiencies.

Serves on relative community organizations, committees, task forces, and advisory boards.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of: applicable federal, state and local programs; federal and state social service regulations and laws; statewide needs in providing customer services (urban, rural, cultural, domestic, sexual, refugee, poverty, etc.); contract administration and accountability.

Ability to: present information on regulations and laws; interpret policy to individuals; communicate effectively and prepare comprehensive reports; develop policies, procedures, and standards consistent with state and federal laws and agency policies and procedures; negotiate contracts and compliance with regulations.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance and/or other evaluations.)

Knowledge of: basic accounting and business administration; social work and management theory; the structure of organizations; state, local and federal laws and programs relating to social service programs; available funding sources; human dynamics; learning/teaching techniques.

Ability to: relate well with a diverse number of individuals or organizations; analyze communities present needs and recommend programs to achieve desired results; work with people in a variety of roles (leadership, cooperation, education, networking).

Skill in: persuading others to adopt programs; presenting information to groups or individuals in oral or written form; problem solving; prioritizing; goal setting; conflict resolution.

JOB PREPARATION GUIDELINES: (Entry knowledge, skills and/or abilities may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

Post high school coursework/training in: public administration, business or social behavioral sciences. Experience with the writing of grants and administration of funds and in leading community groups.

SPECIAL NOTE

Overnight travel may be required.