

CHILDREN'S SERVICES COORDINATOR

CODES/PAY RANGE

Class Code: 5314

EEO Code: B

Pay Range: 214

MAJOR FUNCTION

This is responsible administrative and technical staff work assisting the Community Services Director, other key management staff and the Children's Services Council (CSC) in the development of plans and strategies to meet identified needs for children in Volusia County.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Serves as a liaison to the CSC. Coordinates CSC activities, correspondence, minutes and all issues relevant to the operation of the CSC.

Performs necessary research required to brief CSC at meetings; interacts with appropriate County divisions, Human Services agencies, community groups and citizens to define service deficiencies; prepares and reports findings.

Prepares correspondence, grants and other reports.

Analyzes program issues, follow-up on CSC requests and provide guidance and/or recommendations based on data gathered. Assists in the development of plans and strategies to meet the needs of children.

Serves as liaison for CSC with community organizations and provider agencies.

Prepares and provides contracts; defines program outcomes and monitor programs for compliance.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of modern business methods and procedures applicable to public administration.

(Children Services Coordinator continued)

Knowledge of the methods used in making statistical surveys and the preparation of reports.

Knowledge of public administration, social science or education techniques, principles and practices.

Ability to analyze and solve administrative problems and render advice and assistance on each.

Ability to present oral and written comments and recommendations clearly and concisely. Ability to make sound independent judgements. Ability to maintain good public relations with subordinates, superiors, and the public. Ability to conduct investigations and to prepare accurate analysis for reporting purposes.

MINIMUM QUALIFICATIONS

Bachelor's degree in Public or Business Administration, Social Services, Education or related field, and three (3) years of progressively responsible administrative experience in community or children service program

A comparable amount of education, training or experience may be substituted for the minimum qualifications.

ADA REQUIREMENTS

Mental Demands: Ability to read and comprehend technical and professional journals and manuals, abstracts, financial reports and legal documents. Ability to write manuals, critiques, memos, reports. Ability to speak publicly and extemporaneously; conversant in theories and principles of discipline. Ability to perform basic mathematical functions. Ability to analyze data and develop conclusions.

Physical Demands: Sedentary work. Ability to talk.

Environmental Demands: Inside work.