

SNOHOMISH COUNTY JOB DESCRIPTION

SHERIFF PROGRAM COORDINATOR (CS)

Spec No. 4114

BASIC FUNCTION

To perform responsible professional work in the planning, development, coordination, implementation and evaluation of the Washington Traffic Safety Commission grant program for the region. Coordinate participant activity in the program either through direct services or by sub contractual arrangements. The position may include similar program management for other Sheriff's Office grants.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Coordinates assigned program planning and development activities of complex programs with supervisors, administrators, other department staff, other county departments, other government agencies, private service organizations, citizen groups, and other organizations as necessary.
2. Develops and conducts needs assessments and prepares comprehensive program plans, goals, and objectives, program budgets and contract documents for Sheriff's Office programs as assigned.
3. Coordinates the data collection and reporting requirements for assigned programs, including the program summary reports; prepares review and analysis of program-related data from other agencies and County departments, prepares reports for all stakeholders.
4. Facilitates funding application processes, including request for proposals.
5. Coordinates contracts and service agreements with program subcontractors; monitors contract compliance, reviewing and evaluating subcontractor performance for quality assurance and prepares monitoring reports and corrective action plans.
6. Participates in the development of programmatic budgets within areas of assigned responsibility; participates in the execution of contracts with federal, state and other funding sources; provides ongoing monitoring of expenditures against program budget(s), making recommendations for modifications as necessary.
7. Provides a variety of information and technical assistance to program subcontractor and potential subcontractors as necessary.
8. Researches and prepares applications to obtain funding for various projects, studies or programs as assigned.
9. Plans and conducts advisory board and committee meetings; provides group facilitation for community groups and committees to accomplish program goals.
10. Keeps informed of and provides interpretation of federal, state and local regulations and guidelines relating to assigned program areas.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

1. Serves as a primary contact for region-wide program, developing action plans coordinate media release dissemination, and serving as a spokesperson for related events.
2. Provides community leadership and mobilization for assigned areas; provides community education and training including coordination of community events.
3. Works in a cross disciplinary and interdepartmental manner to best meet the needs of the department's clientele.
4. Performs related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's degree in business or public administration, one of the social sciences or other field directly related to criminal justice; PLUS, three (3) years progressively responsible experience in governmental program planning, coordination and administration; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License, unrestricted except as to vision, is required prior to appointment. Must be a United States citizen. No maximum age.

KNOWLEDGE AND ABILITIES

Knowledge of:

- governmental agencies, programs and resources;
- grant writing methods, principles and applications;
- application of relevant federal, state and local laws, codes, rules, regulations and guidelines government programming, contracting and operations;
- research principles and methods; the use of computer technology;
- programmatic best practices;

Ability to:

- develop programs, plans for services and operation;
- establish and maintain effective working relationships with public, co-workers, governmental officials, citizen groups and advisory boards;
- develop and maintain complete and accurate records;
- analyze problems and prepare alternative strategies for solution;
- gather, analyze and evaluate program, statistical and financial data;

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KNOWLEDGE AND ABILITIES (Continued)

Ability to:

- perform data management requirements and updates on personal computer;
- provide training to community groups and agencies as required;
- communicate effectively orally and in writing.

SUPERVISION

This position receives direction from a program supervisor, division administrator or Bureau Chief, as assigned. The work is performed with limited supervision and is reviewed through meetings, reports and results obtained.

WORKING CONDITIONS

The work is performed in the usual office environment with trips to locations throughout the county to attend community meetings and coordinate program activities. The employee is required to work evenings, weekends and holidays as necessary.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: January 2016
EEO Category: 2 - Professionals
Pay Grade: 239 – Classified Pay Plan
Workers Comp: 5306 Non-Hazardous

Approved by the Snohomish County Civil Service Commission on August 5, 2015.