



Capital Area Council of Governments Job Description

CAPCOG Title: Social Services Project Coordinator
Division: Aging Services
Reports to: Director of Aging Services
FLSA Status: Exempt Non-Exempt

GENERAL DESCRIPTION

Performs highly complex administrative work overseeing the daily operations and activities of the Division's special program initiatives and grant projects. Work involves planning, program support, policy development, technical assistance, and project oversight consistent with the requirements of the Older Americans Act and other grant project deliverables. Plans, assigns, and may provide guidance to others. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

ESSENTIAL DUTIES

Essential duties and functions may include the following. Other related duties may be assigned.

- Oversees the project development, process implementation and reporting activities assuring compliance with grants deliverables and performance requirements. Collaborates with Finance Division on reporting to grantor agency.
- Performs an array of technical training, research, planning, policy and program assessment and administrative activities related to project assignment.
- Solicits and develops regional partners for collaborations to support agency objectives.
- Monitors grant funded programs and/or Older Americans Act special initiatives.
- Reviews and evaluates information on service delivery system methods, outputs and activities to identify gaps in resources and recommend improvements.

Other Duties:

- Represents the agency when assigned by the director at meetings, hearings, conferences, and seminars or on boards, panels, and committees.
- Markets program(s) to community and professional groups to encourage participation and interest in project.
- Provides technical planning assistance to the public, contractors and local, regional or state entities.
- Reviews new funding opportunities.
- Assists with program policy development and analysis.
- May supervise the work of others engaged in project implementation.
- May participate in additional training and certifications as required by specific project goals and deliverables

GENERAL QUALIFICATIONS

Education: Master's degree from an accredited four-year college or university with major course work in social services, Public Administration or a related field required. Master level Social Work degree preferred.

Experience: Four years of experience working within the social services field, experience with program development implementation and oversight, including fiscal management, with supervisory experience preferred.

Experience and education may be substituted for one another.

Knowledge, Skills, and Abilities

- Knowledge of:
 - Computer operations systems and procedures
 - Data processing principles and procedures
 - Accounting and budgeting
 - Grammar
 - Microsoft software
 - Rules and regulations
 - Presentation styles
- Skill in:
 - Interpersonal, written and verbal communications
 - Desktop computers
 - Experienced user of MS Word, PowerPoint and Excel
 - Preparing reports
 - Writing descriptive materials
 - Training and orientation of newly hired project staff
 - Presentation development including PowerPoint presentations
- Ability to:
 - Organize and manage numerous projects with limited supervision
 - Provide technical assistance and guidance related to grant projects
 - Monitor and assess the performance of others; counsel others for improvement or take corrective action
 - Plan, assign, and collaborate on the work of others
 - Develop prepared material so that it is clearly understood by an audience.

Position Specific Competencies

- Analytic Problem Solving: uses a logical approach to make decisions, address problems, and take advantage of opportunities
- Decision-making: demonstrates use of effective decision-making techniques that provide timely, appropriate and ethical resolution to problems.
- Judgment: demonstrates critical thinking based upon in-depth data gathering, corroborating information, considering others' input, and personal values and ethics.
- Regulatory Compliance: understands regulations and ensures that work is in compliance with rules and regulations.
- Work Organization: balances competing priorities to meet all project and team commitments in a timely manner and deliver quality results.

Other Requirements

- Must maintain a valid driver's license, insurance coverage to the level required by the state of Texas, and have dependable transportation for travel within the region.

Physical Requirements

Remain in a stationary position at a desk throughout the workday.	Frequently
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Stand and perform tasks throughout the workday. May be stationary for periods of the day.	Seldom
Move about inside the office to perform different tasks of the position such as access the copy machine, file papers, or deliver mail to the reception area.	Seldom
Coordinate precise movements of the fingers in order to use office productivity machinery or perform intricate tasks.	Frequently
Move objects weighing up to designated # of pounds.	Seldom - 15 lbs
Lift objects from the floor and up onto a shelf or desk weighing up to designated # of pounds.	Seldom - 15 lbs
Converse with others both in person and over the phone.	Regularly
View details at close range (within one to two feet of the observer) and distinguish color-coded materials.	Seldom
Move body into multiple positions to perform different tasks such as in the following examples: under desks, between walls, around servers and furniture, or to retrieve files from the bottom or top drawers of file cabinets.	Seldom
Performs duties in professional office environment	Frequently
Performs duties while exposed to conditions of heat, cold, humidity, wind and/or rain.	Seldom
Drives a vehicle to perform CAPCOG business.	Seldom

KEY

Never 0% Seldom 0-30% Regularly 30-60% Frequently 60-90% Constantly 90-100%

Seldom would be up to 12 hours per week or 0 to 2.4 hours per day

Regularly would be 12 to 24 hours per week or 2.4 to 4.8 hours per day

Frequently would be 24 to 36 hours per week or 4.8 to 7.2 hours per day

Constantly would be 36 hours to 40 hours per week or 7.2 to 8 hours per day