

Benton County Classification Specifications

Classification Series/Occupational Group: Program Classification Title: Program Coordinator DBM Range: C41-C43 # of Subgrades: 3 FLSA: Non-exempt or exempt (See individual position description)		Class Description: Incumbents in the Program series represent a broad range of positions responsible for the development, implementation, and ongoing maintenance of community programs and initiatives aimed at improving the quality of life of County residents. Incumbents utilize a combination of general programming skills and specialized knowledge to the completion of work in their assigned area. This class is the second of two broad levels in the Program series. Incumbents are responsible for performing professional and/or program management duties for significant community programs, support areas or service offerings with significant impact on County operations. Incumbents manage daily activities, develop plans to approach projects, implement solutions, and evaluate the performance of programs in assigned area. Incumbents may be responsible for directing the work of less experienced workers, and developing and monitoring a budget. Exact assignments and responsibilities will vary in accordance with the following competency levels:			
Characteristics	Work Diversity	Complexity	Knowledge	Responsibility	Classification Level Distinctions
Subgrade 1	Homogenous: Major job responsibilities are considered relatively homogenous requiring the application of similar knowledge, skills and abilities.	Standard: Most difficult job responsibilities typically performed for 30% or less of the employee's time. Additional time may be dedicated to duties that are of a lower complexity.	Possesses and applies a broad knowledge of principles, practices, and procedures of a particular field of specialization to the completion of difficult assignments for a defined area.	Works under close to moderate supervision and follows standard procedures and practices to accomplish assigned work.	Knows fundamental concepts, practices and procedures of assigned field; work is routine and instructions are usually detailed; little evaluation, originality or ingenuity is required.
Subgrade 2	Mixed: Major job responsibilities exhibit a moderate degree of diversity often requiring the application of divergent areas of knowledge, skills and abilities.	Moderate: Most difficult job responsibilities generally account for 30%-60% of the employee's total work time.	Possesses and applies comprehensive knowledge of a field to the completion of significant assignments impacting a moderate area of the County.	Usually works with limited supervision. Assignments are broad in nature, requiring some originality and ingenuity. Collaborates with other agencies or community organizations to develop new programs or plan program services.	Knows and applies fundamental concepts, practices and procedures of a particular field of specialization; performs work that is varied and may somewhat difficult in nature; moderate levels of evaluation, originality or ingenuity is required; may assist with evaluating progress and recommending major changes in procedures.
Subgrade 3	Heterogeneous: Major job responsibilities require the application of varying and diverse knowledge, skills and abilities. Job responsibilities may require the knowledge of multiple professional functions.	Significant: 60% or more of the employee's time is dedicated to responsibilities that are commonly considered to be the most difficult part of the job.	Possesses and applies an advanced knowledge of a particular field of specialization to the completion of projects and assignments of major complexity having a broad impact on the County.	Plans and conducts assignments with minimal oversight and/or review. Recommends major changes in program standards or procedures in assigned area. Plans and manages programs requiring the joint planning of multiple agencies or organizations.	<p>Possesses and applies a broad knowledge of principles, practices and procedures of a particular field to the completion of difficult assignments, and may provide technical supervision to lower level staff; assignments are broad in nature, generally requiring a high level of ingenuity and originality; has appreciable latitude for unreviewed actions and/or decision; evaluate progress and results and recommends major changes in procedures.</p> <p>Incumbents have appreciable latitude for unreviewed actions or decisions by virtue of their advanced knowledge and experience. Assignments are broad in nature, usually requiring some originality and ingenuity to ensure an appropriate alignment between assignments and organizational policies and objectives.</p>