

Marion County Board of County Commissioners

POSITION DESCRIPTION



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

CONTINUUM OF CARE PROGRAM COORDINATOR

Department: Community Services
Pay Grade: 107
FLSA Status: Non-Exempt
Job Class: 6805
Risk Code: 8810

JOB SUMMARY

Responsible for providing support to the Continuum of Care Manager by performing activities to facilitate efficient operations, including clerical duties, scheduling, maintenance of contract files, assisting with management of projects, and submitting grant reports the State and Federal Government.

ESSENTIAL JOB FUNCTIONS

- Reviews reimbursement requests from subgrantees for accuracy and ensures all backup documentation is provided.
- Prepares and submits reimbursement requests for COC grants and tracks grant expenditures and receivables to maintain accurate account of grant balances and spending projections.
- Assists the COC Manager with providing technical assistance to various homeless service providers with funding requirements and reporting.
- Maintains grant files in compliance with federal, state, and funder-specific requirements.
- Develops letters, presentations, documents, and other correspondence.
- Records minutes for Continuum of Care membership and Board of Governors meetings.
- Prepares purchase requests for the procurement of items needed for the payment of COC expenditures.
- Schedules meetings for the COC Manager and takes notes of task lists and follow-ups as required.
- Performs general clerical duties including photocopying, faxing, scanning, and mailing.
- Assists with monitoring subgrantee contracts.
- Maintains annual update to the COC membership directory and mailing lists, including voting members.
- Answers telephone system, makes referrals, takes messages, and directs incoming calls appropriately.

- Receives and screens office visitors and telephone calls. Greets and refers customers and visitors in a pleasant and courteous manner.
- May be assigned a project or process and be held responsible for results.
- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

SUPERVISION

This position is responsible for direct supervision of a relatively small number of employees (two or more), with indirect supervision of a moderate size staff. This position occasionally functions as a lead worker in the absence of a designated lead position. May review the work product of others. Provides guidance, advice, and assistance to others on work assignments. Provides work direction.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent; and three (3) years' experience in administrative/secretarial support; or an equivalent combination of education and experience.

Licenses or Certifications:

Possession of a valid, State of Florida driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.

- Certification 1.
- Licensure 2.
- Level 2 Background check per DCF

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, analyze, and interpret general grant guidance, regulations, and contracts.
- Ability to prepare reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to calculate figures and amounts such as percentages, averages, and volume.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions in written, oral, diagram, or schedule form.
- Ability to interpret complex and detailed technical data.
- Ability to explain records and procedures to others as lead worker.

- Ability to potentially participate in development of policies, programs, plans, or procedures.
- Ability to study manual work processes to determine most effective methods for essential tasks.
- Knowledge of the field of assignment sufficient to perform thoroughly and accurately the responsibility illustrated by the above job duties.
- Knowledge of computers and other office equipment including HMIS, and SAGE
- Skills in organization and task prioritization.
- Skills in the interpretation and application of business English, grammar, spelling, diction, style, and punctuation.
- Ability to work efficiently and accurately in an atmosphere of frequent interruption.
- Ability to perform secretarial and clerical duties with speed and accuracy without immediate and constant supervision.
- Ability to learn, interpret, and apply local ordinances and resolutions.
- Ability to work independently and to carry out assignments to completion with minimum instructions, adhere to prescribed routines and practices, maintain records, and make reports requiring accuracy.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

PHYSICAL DEMANDS

The work is medium work which requires exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. While performing the duties of this job, the employee will occasionally be required to handle, hear, kneel, lift, reach, speak, stand, walk, and stoop.

WORK ENVIRONMENT

Work is performed primarily in an indoor environment with limited exposure to adverse environmental conditions.

Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.

Updated: 8/2022