

## **PROGRAM COORDINATOR**

### **Supervision Received:**

The program coordinator receives direction; however, methods of performing the tasks may be left to the judgment of the employee with the supervisor giving some instruction and advice. Work is reviewed periodically to insure conformance to policies and procedures.

### **Scope of Work:**

On-the-job tasks may vary in character, however, the difficulty level will range from the routine to those requiring application of specialized knowledge. Problems will generally be related and lead toward the accomplishment of an outlined objective.

Methods may have to be altered occasionally to complete work. Acquired knowledge can be applied but occasional interpretations are required to meet new problems. Assistance is available for more difficult problems. Work pressure varies and is generally connected with work volume.

### **Decision-Making:**

The program coordinator decides on work problems not posing a change in policy. Any potential changes would be referred to a supervisor.

### **Impact of Position:**

The results of the program coordinator's position, if not properly completed, may cause disruption of service or inadequate service.

### **Experience Level:**

The position requires experience in a field related to the work which is sufficient to provide a background knowledge of basic tools, procedures, and satisfactory skill levels to meet the job requirements.