

**Job Opportunity #1409**  
**Posted on Friday, October 16, 2020 until filled**

*Position:* **Program Coordinator**  
*Department:* Community & Economic Development  
*Grade:* 9  
*Compensation:* \$18.24/Hr. Non-exempt from overtime

*Definition:* Under general supervision coordinates, organizes, and maintains community and economic development incentive programs, services and information for clients; Prepares departmental budget request; Monitors, prepares, and maintains various financial records, reports, agreements, grants, contracts, and related miscellaneous documents; Performs various administrative and clerical tasks; Performs related duties as required.

*Typical Examples of Duties & Percentage of Time:*

- 25-35% Coordinates, organizes and maintains program activities for the clients of the department including Revolving Loan Fund loan set up and collection using PIDC, Community Development Block Grant projects including contracting with contractors and architects, Fair Housing Program including annual update to the Analysis of Impediments; Creates bid packages and RFP's; Obtains and verifies client information; Prepares and maintains project folders; Prepares and files progress reports; Compiles and enters data; Creates timelines; Handles inquiries from the public;
- 25-35% Prepares departmental budget request; Monitors, prepares, reconciles and maintains various financial records and reports including monthly, quarterly and yearly statistical reports and statements; Reviews and verifies that transactions and documents are prepared in accordance with established policies and procedures; Performs cash transfer procedure; Reconciles provider invoices and prepares voucher for payment; Verifies departmental appropriations and cash balances to ensure sufficient amount for payroll processing; Maintains various appropriation and cash journals; Maintains financial ledgers; Prepares and processes accounts payable, accounts receivables and encumbrances; Completes year end reporting process and prepares for the following year; Presents financial documents at session for approval;
- 5- 10% Performs various administrative and routine clerical; Assists with event and meeting planning and other projects; Maintains records; Performs follow-up surveys; Answers telephone; Performs related duties as required.

*Knowledge, Skills and Abilities:*

Knowledge of (1) departmental programs, (2) office practice and procedures, (3) credit counseling language; (4) accounting principles and bookkeeping practices, (5) departmental rules and regulations\*;

Skill in (6) the use of personal computer and related software programs; (7) the operation of standard office equipment. Ability to (8) deal with problems involving several variables in a familiar context; (9) deal effectively with employees, co-workers and the general public, (10) communicate verbally and in writing with others, (11) answer inquiries from employees and public, (12) add, subtract, multiply, divide, calculate fractions, decimals and percentages and perform basic math functions accurately; (13) gather, collate and summarize data, (14) perform a variety of budgeting functions, (15) maintain a variety of records.

(\* ) *Developed after employment*

*Suggested Training and Experience Requirements:*

Associates degree in business administration, public administration or related field with two years of experience in budgeting and accounting, and proficiency in Microsoft Word and Excel; Notary Public preferred; Or any equivalent combination of education, training and experience that provides the requisite knowledge, skills and abilities of the job.

*Additional Requirements:*

- May work flexible schedule.
- Must pass (test negative) pre-employment drug test.
- May drive personal vehicle for county business
- Require vision (which may be corrected) to read small print.
- Performs work which is primarily sedentary.
- Is subject to inside environmental conditions.
- Requires vision (which may be corrected) to read small print.

Submit an ***Application for Employment and resume*** to the Geauga County Commissioners, Attn: HR Administrator #1409, 470 Center Street Bldg. #4, Chardon, OH 44024-1071. Details and application form at [www.co.geauga.oh.us](http://www.co.geauga.oh.us).