

STATE OF ARIZONA JOB CODE SPECIFICATION

FLSA:	NEXP	Job Code:	ACV80229
Job Class Code:	010	Salary Schedule:	AREG
EEO Category:	02	Grade:	18
Workers Comp Code:	9410		

Job Code Established:	05/13/84	Effective Date:	
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Foster Grandparent Program Series

JOB CODE TITLE: FOSTER GRANDPARENT PROGRAM COORDINATOR

HRIS TITLE: FOSTER GRANDPARENT PRG COORD

CHARACTERISTICS OF THE CLASS: Coordinates and administers the operations of a federally-funded statewide program of senior volunteers providing companionship to handicapped or needy children; develops placement sites; writes annual grant request and cyclical progress reports; organizes and staffs the program advisory committee.

Functioning program; statewide project work sites; annual grant proposal and cyclical progress reports; recruited volunteer companions; stipends paid to volunteers. Frequent daily travel.

To prepare grant applications, approve or terminate work sites, authorize expenditures, recruit and train volunteers, represent the program in statewide and national activities.

EXAMPLES OF DUTIES: As a planning device, gathers data on work load or service load over designed period, then, making adjustments based on calculated estimates, projects same figures for future period. Gives and receives information requiring considerable judgment and authority regarding current and specific business of the work unit by telephone or direct contact. Composes periodic reports to federal government (or to other funding organization) on progress of funded grant programs. Confers with representatives of various community resource agencies or organizations, seeking assistance for patients or clients. Composes correspondence dealing with subject matter in ways that call for considerable discretion and involve some judgment or negotiation, replying to inquiries, presenting or requesting information. Explains agency policies, procedures and practices to applicants, clients, representative of other agencies, or outside individuals or groups. Visually examines and verifies such fiscal transactions as billing and invoices, payments or payroll, by spot-check or by thorough examination in comparison with validated records. Makes entries to and revision of agency accounts (example: budget revisions, transfers of funds, carry-over and encumbrances). Completes application forms and auxiliary documents for Federal (or other funding organization) grant application. Attends meetings of agency governing commission, or advisory board, supplying information as requested. Attends professional seminars, meetings, conferences; gives and receives information helpful in work system operation. Writes an annual report for a specific program carried out in the work system. Attends meetings of community organizations; gives and receives information, provides advice. Attends meetings, as a member, of a board or commission relating closely to the work of the work system. Participates in planning for the next budget period by compiling past expenditure figures, estimating future costs and making determinations of new budget figures. Compiles information and supporting documentation necessary for completion of a Federal grant application. Reads and studies Federal regulations, program guidelines and related documents to gain knowledge and understanding of federally-funded programs. Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Federal legislation governing the Foster Grandparent Program; the needs and responses of handicapped or needy children; the needs and responses of limited income senior citizens; policies and procedures established for the work system.

Skill/Ability to: communicate verbally and in writing; prepare budgets; control expenditures; analyze and evaluate programmatic and funding data; establish and maintain work relationships with senior volunteers and representatives of governmental agencies, nonprofit agencies and advocacy groups.