

## DUTY STATEMENT

LGA Name: County of ABC

Fiscal Year: 2025-2026

Name of Claiming Unit: Veterans Service

### **Program Coordinator/Extra Hire/Part Time**

#### **DEFINITION:**

Under general direction, this position has responsibility for the planning, organization, and implementation of programs. The scope of work for this position includes public outreach programs, grant procurement and administration, contractor solicitation and management, regulatory compliance, day-to-day management and implementation of specific projects, coordination with outside agencies and organizations, budget preparation and cost controls, data management and reporting, and other assignments and related work as may be required.

#### **EXAMPLES OF DUTIES:**

- Plans, organizes, coordinates and implements programs. **(Code 15, 17)**
- Coordinates the assigned program activities with other community agencies and/or services.
- Establishes targeted priorities & develops intervention & evaluation strategies. **(04, 06, 08, 15,17)**
- Referral, Coordination, and Monitoring of Medi-Cal Services includes making referrals for coordinating, and/or monitoring the delivery of Medi-Cal covered services. **(Code 06)**
- Plans and develops training programs. **(Code 20)**
- Provides periodic review and program evaluation to ensure conformity with program guidelines.
- Attend training courses, meetings and conferences; assist in budget preparation.
- Maintains records and prepares required reports for local and state agencies.
- Prepares grant applications and processes grant documents including all progress and final payment reports. **(Code 12, 13, 15, 17)**
- Acts as liaison with State and local contractors.
- Develops and monitors projects and program schedules and budgets.
- Prepare reports, correspondence, and memos.
- Tracks and maintains a variety of data and records.
- Coordinates community awareness programs through education and promotion of program services. **(Code 04, 06, 08, 15, 17)**
- MAA/TCM Implementation Training includes time spent providing or attending training related to the performance of MAA or TCM. **(Code 20)**

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Employee Signature

Date