



## PROGRAM COORDINATOR

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### **General Summary**

The Program Coordinator plans, coordinates, and evaluates the day-to-day operational, fiscal, and administrative activities of a defined funded program/project or set of funded programs/projects, including responsibility for program marketing, internal and external liaison/logistics, and reporting.

**NOTICE:** When submitting a personnel action to use this classification, agencies must also submit a proposal that outlines 1) the goals and objectives of the program; 2) current and historical budget and spending data; 3) the target population to be served; 4) the number of persons served annually; 5) any historical outcome data that demonstrate effectiveness; and 6) the results of any audits of the program.

### **Program Coordinator I**

**Jobcode: B90401**

**Pay Band: 70**

**FLSA Status: Exempt**

### ***Distinguishing Characteristics***

This is the full performance level of this classification. The Program Coordinator I coordinates the operation of a specialized or technical program(s).

### ***Recommended Education and Experience for Full Performance***

Bachelor's Degree and five (5) years program administration or project management in areas related to the purpose of the position.

### ***Minimum Qualifications***

Bachelor's Degree and three (3) years program administration or project management in areas related to the purpose of the position. Any combination of education in a related field and/or direct experience in this occupation totaling seven (7) years may substitute for the required education and experience.

### ***Essential Duties and Responsibilities***

- Plan, develop and implement effective program procedures for efficient, targeted, and measurable services and outcomes. Direct logistical activities to promote the success of programs.
- Prepares grants and grant proposals, RFPs, and/or other funding-related requests related to program(s).
- Implement and monitor programming to meet desired outcomes.
- Monitor program activities in relation to established program goals and report on progress, correct deficiencies.
- Updates operating manuals and policies.
- Provide information, guidance and technical support to program participants, the public, and partner organizations.
- Use statistical and database management programs to analyze data and prepare summary narrative reports, graphs, tables, charts and illustrations. Monitor trends using collected data and determine if further study/assessment is indicated.
- Develop training/educational material, brochures and related program marketing and informational material for varied audiences.
- Organize and establish regular meetings with designated groups to foster positive relationships and promote program success.
- Recommend policy and procedure changes to improve program outcomes.

## PROGRAM COORDINATOR

### **Program Coordinator II**

**Jobcode: B90402**

**Pay Band: 75**

**FLSA Status: Exempt**

#### ***Distinguishing Characteristics***

The Program Coordinator II is distinguished by its responsibilities for coordinating programs that have major organizational impact and that involve the additional functions of discretion to issue RFPs or similar contracts for mission-critical services; select and evaluate sub-grantees; direct/allocate budget with primary responsibility for program success and performance-based budgeting; oversee contractor performance and determine contract continuation, suspension or termination; draft and implement unique, program-specific policies and procedures; and provide testimony and advocacy to legislative or regulatory bodies.

#### ***Recommended Education and Experience for Full Performance***

Bachelor's Degree and seven (7) years program administration or project management in areas related to the purpose of the position.

#### ***Minimum Qualifications***

Bachelor's Degree and five (5) years program administration or project management in areas related to the purpose of the position. Any combination of education in a related field and/or direct experience in this occupation totaling nine (9) years may substitute for the required education and experience.

#### ***Essential Duties and Responsibilities\****

- Responsible for success of full life-cycle funding, budgeting, financial receivables and payables, and reporting processes related to the program(s).
- Develop, issue and monitor RFPs and/or make awards to sub-grantees and contractors.
- Oversee the supervision of personnel\*\* (e.g. contractors, non-state employees) who are essential to implementing the program(s), providing direct services, and/or complying with federal, state, regulatory or other oversight requirements.
- Provide testimony and/or advocacy to legislative, regulatory and funding organizations.
- Ensure policies and procedures are compliant with federal, state, regulatory or oversight regulations.
- May provide instruction on business or economic model development to further program outreach and effectiveness.

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**Bargaining Unit:** N/A

**Statutory Requirements:** N/A

**Conditions of Employment:** Working Conditions for individual positions in this classification will vary based on each agency's utilization, essential functions, and the recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

**Working Conditions:** Work is performed in an office setting. Late hours, weekend, and callback work may be required. Will be exposed to regular periods of video display terminal and keyboard usage and stressful situations. Some travel may be required.

**Established: 1/14/2016 (with SPB recommendations to RFP/MQs on the I)**

**Revised:**

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*\*Essential Duties and Responsibilities are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of duties. Classification description subject to change. Please refer to SPO website ([www.spo.state.nm.us](http://www.spo.state.nm.us)) to ensure this represents the most current copy of the position.*

*\*\*Does not necessarily imply supervision of classified subordinates.*