



EMPLOYMENT OPPORTUNITY

People of color, women, individuals with disabilities, veterans, and adults of all ages are strongly encouraged to apply. An equal opportunity employer. [Apply online \(www.MarinCounty.org/jobs\)](http://www.MarinCounty.org/jobs)

Program Coordinator (Planning Division)

Community Development Agency

RECRUITMENT CLOSING DATE: Monday, July 29, 2024, at 11:59 pm PST

SALARY: \$77,376.00-\$92,137.50 / Annually

Recruitment # 0426-24-06

ABOUT US:

At the County of Marin, our employees overwhelmingly report feeling their work is meaningful, they like the work they do, and they are proud to tell people “I work for the County of Marin.” Discover more about us, our values and our organizational culture on the [Department of Human Resources website](#). Read on to find out more about this opportunity.

ABOUT THE POSITION:

Within the Community Development Agency, the Program Coordinator in the Planning Division will work under the direction of a Principal Planner to coordinate the daily operations of one or more planning-related programs that assist the County in achieving its Countywide Plan goals and State mandates. Potential programs will include implementation and coordination of the new Short Term Rental program and could include other planning programs. The Program Coordinator will be responsible for ensuring that program goals and objectives are met in accordance with established policies, timeframes, and funding and/or fee limitations. Further, the Program Coordinator will interact with the public on a regular basis, will be responsible for implementing good customer service practices, and may also conduct public outreach and education around the programs. Additionally, the Program Coordinator will also manage data collection, evaluation, and reporting on the programs.

ABOUT YOU:

Our Highly Qualified Candidate:

The ideal candidate will understand the principles of program planning, reporting, and evaluation, as well as the capacity to interpret the policies and procedures related to the program(s). The candidate will be familiar with Microsoft suite and other software applications for the range of responsibilities related to coordinating programs, managing data collection, and reporting on programs. The candidate must value providing a high level of service and working in a fast-paced environment, have exceptional customer service skills, and be able to effectively communicate and explain program requirements and concepts to a diverse client population.

QUALIFICATIONS

Knowledge of:

- Principles of program planning, reporting and evaluation.
- Policies and procedures related to assigned program.
- Community resources for the provision of social services, education and related services.
- Statistical data collection methods, analysis and techniques.
- Computer applications related to the work.

Ability to:

- Plan and coordinate program; initiate, plan and coordinate program objectives.
- Persuade and motivate people while demonstrating interpersonal and cultural sensitivity.
- Integrate the services of volunteers with established department programs and activities.
- Establish and maintain effective working relationships with program participants, staff, volunteers, and community groups from a variety of social, cultural and economic backgrounds.
- Evaluate the skill and abilities of volunteers.
- Develop and monitor program performance measurements.
- Communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS

The equivalent to graduation from an accredited college with an Associate's degree in a field closely related to the assigned program(s) and two years of experience providing community, educational, rehabilitative or counseling services including responsibility for planning and implementing programs and coordinating with community resources. Additional related experience may substitute for the education on a year for year basis.

IMPORTANT INFORMATION:

All applicants will receive email notifications regarding their status in the recruitment process. Please be sure to check your spam settings to allow our emails to reach you. You may also log into your GovernmentJobs.com account to view these emails.

Testing and Eligible List: Depending on the number of qualified applications received, the examination may consist of a highly qualified review, application screening, online assessment, written examination, oral examination, performance examination, or any combination to determine which candidates' names will be placed on the eligible list. The eligible list established from this recruitment may be used to fill the current vacancy, and any future vacancies for open, fixed-term, full-time or part-time positions which may occur while the list remains active.

Round 1 Selection Interviews are expected on or after Monday, August 12, 2024
Round 2 Selection Interviews are expected on or after Tuesday, August 20, 2024

Disaster Service Workers: All County of Marin employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

Equal Employment Opportunity Employer: If you have questions regarding equal employment opportunities, please contact Roger Crawford, Equal Employment Opportunity Director, at 415-473-2095. If you have questions concerning this position announcement, please contact Stephen Schoengarth, Human Resources Analyst, 415-473-6946.

HOW TO APPLY:

[Apply online](https://www.governmentjobs.com/careers/marincounty/jobs/4577460/program-coordinator-planning)

(<https://www.governmentjobs.com/careers/marincounty/jobs/4577460/program-coordinator-planning>)

Marin County Human Resources Department

3501 Civic Center Drive, Room 415, San Rafael, CA 94903-4189

Office Phone (415) 473-6104, TTY use 711 for CRS

Paper or Faxed application documents WILL NOT be accepted. If you need assistance completing an online application, contact us at 415 473-2126 or TTY use 711 for California Relay Service (CRS)

Reasonable accommodation for people with disabilities may be requested by calling (415) 473-6104 (voice) or TTY use 711 for CRS at least five work days in advance of a potential scheduled exam, recruitment step or interview. Copies of documents are available in alternative formats upon request.