

HILLSBOROUGH COUNTY SHERIFF'S OFFICE

DAVID GEE, SHERIFF

Tampa, FL



joinhcsso.com

Job Title: Community Services Program Coordinator I
Job Code: W2070
Pay Grade: WM
Exempt: No
Probation: Twelve-month initial probationary period

Job Overview

Perform duties assisting in developing publicly funded programs in support of community needs.

Job Duties and Responsibilities

Note: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Depending on assigned area of responsibility, incumbents in the position may perform some or all of the activities described below.

- Perform research to identify area of need, potential funding sources, and relevant service providers to facilitate establishment of community service programs.
- Participate in needs assessment data analysis to assist in developing policy and making funding decisions.
- Prepare grant application packages to obtain funding for community needs projects.
- Assist in coordinating countywide community services to ensure effective response to community needs and prevent duplication of services.
- Plan, conduct, and attend meetings to provide technical assistance to local residents on effectively identifying and planning for needed services within the county.
- Plan and initiate public meetings with citizens, elected officials, and social services representatives to provide a forum for exchange of information and ideas relating to community needs and services.
- Assist in monitoring and evaluating grant and ad valorem funded programs and contracts to assure compliance with federal, state, and local regulations.
- Plan and coordinate meetings to ensure input of impacted agencies and departments in the planning and programming for community projects.
- Perform other related duties as required.

Knowledge, Skills, and Abilities

- Working knowledge of funding sources and associated requirements and regulations.
- Working knowledge of procedures related to public grant administration.
- Ability to follow oral and written instructions.
- Ability to prioritize work.
- Ability to follow established procedures.
- Ability to work effectively with others.
- Ability to communicate effectively, both orally and in writing.
- Ability to collect, organize and evaluate data and to develop logical conclusions.

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Minimum Qualification(s)

Note: Applicants must meet the following requirement(s) to be considered minimally qualified for the job.

Graduation from an accredited four-year degree granting college or university.

OR

An Associate's Degree from an accredited college or university; and

One year of experience involving duties concerning research into, developing funding applications for, monitoring, planning, or contracting of community service programs.

OR

Graduation from a high school or possession of a GED Certificate; and

Three years experience involving duties concerning research into, developing funding applications for, monitoring, planning, or contracting of community service programs.

Additional Requirements

- Possession of a valid Florida driver's license at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months.
- No illegal drug use after 30 years of age.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- Prior military personnel must not have a dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a criminal background investigation or update including polygraph, reference/employment/neighborhood checks, and medical evaluation.