# Program Coordinator

**Grade: 7 (Limited Benefits)**

**FLSA: Non-Exempt**

**Date: 02/18**

**Job Summary:** Performs a wide range of professional tasks to administer and facilitate the management of the Home Delivered Meals programs in the Division of Senior Center Operations of the Department of Aging & Human Services.

**Essential Functions:**

1. Manages the Home Delivered Meals program. Determines consumer eligibility, completes initial and annual client assessments and controls the movement of consumers into and out of the program. Coordinates the delivery of meals by the Department’s employed meal deliverers and by a large contingent of volunteer meal drivers;
2. Provides daily and weekly meal counts to food provider;
3. Organizes and updates delivery route sheets;
4. Maintains inventory of and orders frozen and shelf stable meals;
5. Maintains safe food handling certification;
6. Prepares monthly mailing of contribution statements;
7. Writes monthly nutrition article; and
8. Performs other duties as assigned.

**Required Knowledge, Skills, and Abilities:**

1. Ability to gain thorough knowledge of St. Mary’s County Government policies and procedures;
2. Ability to effectively communicate with members of the public in a courteous and caring manner;
3. Expert knowledge of department practices and procedures and of the operations, procedures, and principles of assigned program;
4. Expert knowledge of relevant Federal, State, and Local regulations regarding the administration of assigned program(s);
5. Knowledge of County and Federal fiscal management;
6. Ability to effectively communicate with other staff members; ability to coordinate, advise, and work with other professionals;
7. Ability to prioritize and multitask;
8. Ability to review and analyze existing information and make informed and sound decisions;
9. Ability use available resources to research information;
10. Ability to keep accurate records; and
11. Ability to operate relevant computer systems, including hardware and software.

**Education and Experience:**

1. Bachelor’s degree;
2. Three years or more of experience or additional education in a specialized area;
3. Or equivalent technical training, education, and/or experience.

**Physical and Environmental Conditions:**

Work requires no unusual demand for physical effort.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting rooms, e.g., use of safe work place practices with office equipment, and/or avoidance of trips and falls.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

I certify that this is an accurate statement of the essential functions and responsibilities of this position.

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HR Representative Date

Your signature below indicates that you have received a copy of this position description.

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Employee Signature Date