

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1225

TITLE: PROGRAM & PROCEDURES COORDINATOR

GRADE: S-29

DEFINITION:

Under the general supervision, serves as the principal aide and policy and strategic coordinator to a Deputy County Executive; assists the Deputy County Executive in planning, implementing and coordinating activities that cross multiple-departmental boundaries and serves a variety of populations or subgroups; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

This is a senior level class performing work requiring considerable independent action and judgment.

ILLUSTRATIVE DUTIES:

(The illustrative duties listed in this specification are representative of the class but are not an all-inclusive list. A complete list of position duties and unique physical requirements can be found in the position description.)

Provides project management coordination for the Deputy County Executive;

Coordinates and tracks strategic initiatives;

Provides policy analysis and strategic consultation to the Deputy County Executive on major issues affecting their service areas;

Participates in the planning, supervision, and coordination of multiple county projects and programs of considerable scope and complexity;

Provides research and analytical support to the Deputy on major projects or programs;

Manages constituent correspondences, Board responses and other sensitive and confidential communications involving the Deputy County Executive's office;

Serves as the Deputy County Executive's primary liaison with agency directors, staff, community leaders and the Board of Supervisors;

Supports the Deputy County Executive in dealing with legislative, administrative, and public affairs issues;

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

(The knowledge, skills and abilities listed in this specification are representative of the class but are not an all-inclusive list.)

Knowledge of the principles, methods and problems of organization and management;

Knowledge of business process redesign methodologies;

Knowledge of strategic planning;

Thorough knowledge of federal, state and county regulations and guidelines relating to the assigned area of specialization and the ability to accurately apply, interpret and administer them;

Ability to work successfully with other managers for strategic planning, to develop common outcome measures, and to share responsibility for achieving goals;

Ability to successfully work with County and School officials and community leaders.

Ability to solve problems and resolve conflicts;

CLASS CODE: 1225

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Page 2

Ability to develop and implement creative approaches to address needs;
Ability to communicate clearly and concisely, both orally and in writing;
Ability to establish and maintain effective working relationships with a variety of individuals;
Ability to collaborate across organizational boundaries to find common ground with a widening range of stakeholders;
Ability to develop professional networks with individuals and groups, both internal and external to the organization;
Ability to communicate effectively, both orally and in writing;
Ability to work independently within established policies, procedures, and guidelines;
Ability to evaluate procedures and recommend improvements;
Ability to analyze problems and recommend solutions;
Ability to exercise tact, good judgement and initiative.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to the following:
A bachelor's degree in public administration, business administration or a related field and five years of experience, two of which must have been in government. A related master's degree may be substituted for one year of the required general experience.

CERTIFICATES AND LICENSES REQUIRED:

Not applicable.

REVISED:	July 18, 2011
ASSIGNED NEW CLASS CODE #	July 1, 2007
ESTABLISHED:	June 5, 2000