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Coordinator I (005)
Parent & Community Engagement, Hodge Building, Oklahoma City

(Applications will be accepted for this unclassified vacancy until position has been filled)

GENERAL DESCRIPTION

Under direct supervision of the 21st Century Community Learning Centers (CCLC) director in the Parent and Community Engagement office, the 21st CCLC Coordinator I will facilitate all grantee communications and serve as the primary fiscal compliance and technical assistance contact.

MINIMUM QUALIFICATIONS

- Graduate from an accredited college or university with an associate's degree (required) or a bachelor's degree (preferred) [*official transcript(s) required*].

NOTE: Minimum of 5 years' experience in increasingly responsible positions *may* be considered in lieu of the required associate's degree.

KNOWLEDGE/SKILLS/ABILITIES

- Excellent organizational and communication skills, including both written and speaking skills with a knowledge of procedures and techniques of business communications, office organizational skills, methods and procedures of business math and business English;
- Knowledge of technology and ability to use it to maximize efficiency and services to deliver professional development and technical assistance;
- Ability to effectively organize one's own time and complex collaborative projects;
- Ability to exercise good judgment in analyzing situations and making decisions; to organize and present facts and opinions clearly and concisely; to follow instructions; to deal effectively with matters not requiring higher level attention in accordance with agency policy; to establish effective working relations with other employees and the public; to exercise tact, courtesy and initiative;
- Conscientious commitment and willingness to provide courteous, consistent, efficient service through the performance of the prescribed job duties.

EXAMPLES OF WORK PERFORMED

- Communicate to the public and grantees concerning grant requirements, application process, promising practices, event schedules and evaluation findings. Communicate through the 21st CCLC webpage, e-alerts, and webinars, as well as presenting materials at professional development meetings.
- Fiscal responsibilities will include claims auditing, program budgeting and allocations, and working with grantees and contractors in the online grants management system.
- Serve as the primary contact for the online grants management system with grantees and contractor.
- Audit claims according to the policies and procedures of the Oklahoma Cost Accounting Manual and in accordance with federal program requirements.
- Communicate with school districts with questions concerning claims issues or budget revisions.
- Support Director and Coordinator II with management and planning of evaluation and technical assistance activities.
- Prepare office requisitions and contracts for supplies, furniture, workshops, subscriptions and conferences.
- Support the Coordinator II and Director in all aspects of required technical assistance, professional development and event planning; serve as first line of contact for the 21st CCLC office and the state office of Parent and Community Engagement and provide general office management duties. Perform related work as required and assigned.

COMPENSATION

Annual Salary - \$32,000 Retirement Contribution - 7% of annual salary Insurance (health, life, dental, disability) - \$7,691
Additional benefits include 11 paid holidays, 15 days sick leave and 15 days annual leave per year; longevity pay; dependent health, life & dental coverage available for purchase; \$25 tax-deferred compensation match available.

Code: 4960

Posted: February 15, 2013

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