



# THE STATE BAR OF CALIFORNIA

OFFICE OF HUMAN RESOURCES

845 SOUTH FIGUEROA STREET, LOS ANGELES, CA 90017-2515 (213) 765-1100 • 180 HOWARD STREET, SAN FRANCISCO, CA 94105-1639 (415) 538-2351

## PROGRAM COORDINATOR

Office: Multiple  
Status: Non-Exempt – General Unit  
Grade: 7

### ORGANIZATIONAL RELATIONSHIPS

Reports to: Executive Staff  
Supervises: None

### DEFINITION

The Program Coordinator (PC) assists with the coordination and administration of activities, related to one or more State Bar Programs.

### MAJOR DUTIES & RESPONSIBILITIES

1. The PC assists with the development and design of strategic planning, budget development, and administration of the Program.
2. The PC may, in coordination with the Office of Media and Information Services, draft informational newsletter items and subject to the editorial review of the Web Editor, prepare website content pertaining to the Program.
3. The PC assists with the coordination and operation of administrative procedures of the projects, files and maintains records, including the evaluation of procedures, identification of problems and recommended solutions.
4. The PC is a liaison between the Program and other State Bar departments and volunteers and other constituencies of the State Bar.
5. The PC is responsible for assembling and distributing Program resources to constituents.
6. The PC provides administrative support for the Program and related entities including summarizing actions and tracking projects to assure timely completion.
7. The PC assists with the input and monitoring of the operating budgets and prepares statistical reports and analysis as required.
8. The PC supports the work of Program representatives assisting with the planning of and coordinating outreach and related activities.
9. The PC gathers research for the Program projects and activities and coordinates the results for review, amendment and approval by Executive Staff.
10. The PC, in conjunction with a member of the Executive Staff, may direct, review and evaluate the work of subordinate staff. In addition the PC may make recommendations to the Executive Staff member concerning hiring, disciplining and terminating of support staff.

## **PROGRAM COORDINATOR**

### *Generic*

11. The PC may perform a number of other similar or related duties which may not be specifically included within this position description, but which are consistent with the general level of the job and the responsibilities described.

### **KNOWLEDGE & SKILLS**

1. Computerized information and data base record-keeping systems and word processing systems including Internet and website design, usage and maintenance.
2. Principles of composition correspondence and preparation of minutes, agendas and special reports.
3. Business math for completing non-technical calculations such as addition, subtraction, multiplication and division.
4. Principles of effective writing and verbal presentation.
5. Principles of effective writing and verbal presentation.
6. The basic rules of vocabulary, grammar, spelling and punctuations as specified in Webster's New Collegiate Dictionary.
7. Problem identification, analysis and evaluation.
8. Office procedures, budget preparations and maintenance techniques.
9. Within the introductory period obtain a working knowledge of the State Bar and the function of the Office to which assigned.

### **ESSENTIAL ELEMENTS / ABILITY TO**

1. Possess the visual capability and digital dexterity to operate a computer and other standard office equipment.
2. Make fine visual distinction upon proofreading written documents and viewing information of a computer screen.
3. Communicate clearly and effectively in person and in writing.
4. Travel by air and automobile.
5. Communicate by telephone.
6. Obtain and present material in oral and/or written form.
7. Endure long periods of sitting.
8. Digital dexterity to assemble retrieve and replace files.

### **MINIMUM QUALIFICATIONS**

1. Bachelor degree, or equivalent work experience in a field that develops the skills required for the functions and responsibilities of the position, and
2. Minimum one (1) year experience in a position, which requires performance of tasks similar to the major duties and responsibilities.
3. Accomplished computer keyboarding skills.
4. Successful completion of the State Bar validated standard tests for the position.

*Revised October 2012*