

NOTICE OF JOB OPENING

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Posting Begins	October 14, 2021	Posting Ends	October 27, 2021
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Position Title	PROGRAM COORDINATOR
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Department	Health	Division	Policy and Development
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X	New Position	X	Full-time	40	Hrs./Week
	Replacement		Part-time A		Hrs./Week
	Seasonal Temporary		Part-time B		Hrs./Week

Location of Position	Public Health Department 619 Ann Avenue Kansas City, KS 66101
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BRIEF JOB DESCRIPTION: The Program Coordinator in the Policy and Development Division will be responsible for the oversight of Unified Government Public Health Department American Rescue Plan (ARPA) budget, including; ensuring all UGPHD expenditures are eligible under ARPA rules; Develop project based ARPA budget tracking documents; Assign project specific budgets to appropriate staff; Attend regular meetings with UGPHD leadership. Perform ARPA reporting and evaluation, to include; work with appropriate staff to document desired outcomes for ARPA-funded projects; create ARPA reporting templates with codes provided by the US Treasury Department; present progress of ARPA-funded projects to UG Board of Commissioners as requested. ARPA-funded contract development, procurement, and contract compliance, including; receive training on UG contracting and procurement process; develop contracts for external agencies receiving ARPA funding. Responsible for project management of ARPA-funded projects; assign project responsibilities, establish deadlines, and host periodic check-ins to ensure project progress. Perform other duties as assigned.

MINIMUM QUALIFICATIONS: Bachelor's Degree in a related field and two years of related program experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Master's Degree in a related field is preferred. Three to five years' experience with direct responsibility for grant writing, grant management, and grant reporting is preferred. Valid Kansas Driver's License is required.

**SUCCESSFUL APPLICANT IS REQUIRED TO TAKE
PRE-EMPLOYMENT PHYSICAL AND DRUG SCREEN.**

Salary Range	\$4,000.53- \$6,023.34/mo.	PI #	6849	Class. Code	1417
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It is the policy of the Unified Government not to discriminate against any employee or applicant for employment because of race, color, national origin or ancestry, religion or creed, sex, age or disability. All applicants for this position who do not presently hold a safety sensitive position with the Unified Government will be required to submit to a drug test after successful bid and before actual appointment

MUST BE A RESIDENT OF WYANDOTTE COUNTY OR WILLING TO RELOCATE.

PUBLIC LAW REQUIRES ALL NEW APPOINTEES TO SUBMIT PROOF OF IDENTITY AND EMPLOYMENT ELIGIBILITY

The Unified Government of Wyandotte County/Kansas City, Kansas is an Equal Opportunity Employer and values diversity in its workforce.

EOE

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