

## **Circuit Court for Baltimore City Program Coordinator**

The Circuit Court for Baltimore City is seeking a Program Coordinator to supervise and manage the Community Services Program. The incumbent will report to the Court Administrator.

### **ESSENTIAL FUNCTIONS OF THE POSITION:**

- Supervises program staff.
- Plans and coordinates the activities and operations of the Community Services Program.
- Develops long-range goals, obtains funds, organizes activities, ensures compliance with operational or program standards or contractual terms, and evaluates outcomes.
- Within specific guidelines, develops, implements, and recommends changes in program policies and procedures; interprets policies and procedures for others.
- Prepares grant proposals by assembling grant materials and writing grant applications.
- Devises strategic plans; monthly, quarterly, and annual reports.
- Monitors legislative developments related to state and federal grant guidelines.
- With others, prepares and administers a program or operations budget developing budget recommendations and monitoring budget expenditures.
- Oversees and may participate in the provision of services to program recipients or operation customers, monitoring program efficacy and activities of program staff in their dealings with recipients and customers, advising customers, or counseling recipients.
- Monitors procurement actions, service agreements and/or contracts to ensure compliance with terms of agreement and performance level; consults with program personnel and resolves problems; ensures that payments are made and contracts are renewed as necessary.
- Administers Community Services Fee Collection Program.

### **EDUCATION AND EXPERIENCE REQUIREMENTS:**

Requirements - A bachelor's degree from an accredited college or university and three years of experience in planning, supervision, evaluation, or coordination of a program or business operation.

Equivalencies - Equivalent combination of education and experience.

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of the principles and practices of program development, administration, and coordination.
- Ability to speak and write effectively.
- Ability to supervise, train, and evaluate the work of staff.
- Ability to exercise judgment and discretion in interpreting, developing, and implementing policies and procedures.
- Ability to define problems, collect data, establish facts, and draw conclusions.
- Ability to compile data and prepare statistical and narrative reports.
- Ability to present recommendations clearly and concisely.
- Ability to develop and maintain effective working relationships.
- Ability to maintain confidentiality of sensitive information.

## **COMPENSATION:**

This is a full-time position with benefits. The annual salary range is **\$70,338-\$91,572.50**.

## **TO APPLY:**

This position is open until filled. Please submit a cover letter and resume to:

Ms. Jacqueline Hale  
Circuit Court for Baltimore City  
111 N. Calvert Street, Room 244  
Baltimore, Maryland 21202  
jacqueline.hale@mdcourts.gov  
[www.baltimorecity.gov](http://www.baltimorecity.gov)  
TTY 396-4930

**\*\*No phone calls please\*\***

**A Criminal Background Check and Alcohol & Drug screening will be conducted as a condition of employment.**

***AN EQUAL OPPORTUNITY EMPLOYER***