

SNOHOMISH COUNTY CLASS SPECIFICATION

TECHNICAL ASSISTANCE COORDINATOR

Spec No. 2146

BASIC FUNCTION

To provide technical assistance to nonprofit agencies and to recruit, train and place volunteers in county departments and agencies.

STATEMENT OF DUTIES

1. Recruits and trains or arranges for training of volunteers to work in county areas such as the Victim/Witness Unit, the County Jail or as office and secretarial support; develops sources of volunteers, training locations and trainers as necessary.
2. Places volunteers in county departments and agencies as appropriate.
3. Observes, advises and evaluates volunteers as appropriate.
4. Provides advice and technical assistance to nongovernmental, private agencies; personally advises or arranges for advising agencies on such matters as establishing agency purpose and programs, setting up boards of directors, staffing, financial systems, operations and performance measurement.
5. Identifies sources of professional expertise; assists agencies in securing volunteers or paid professionals such as architects, engineers or attorneys.
6. Identifies sources of financial assistance; assists agencies in applying for private financial aid by securing applications and assisting in completion.
7. Prepares required reports and maintains related records.
8. Performs related duties as required.

MINIMUM QUALIFICATIONS

A bachelor's degree in public or business administration, political science, or a closely related field; AND, three (3) years of experience as a professional staff assistant; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid State of Washington Driver's License may be required for employment.

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KNOWLEDGE AND ABILITIES

Knowledge of:

- the principles and practices of public administration;
- the organization, structure and functions of county government;
- the role of the executive branch of government;
- organizational theories and methods;
- the principles, practices and techniques of management and organizational analysis;
- sources of professional expertise and financial assistance.

Ability to:

- effectively interview potential volunteers and determine their needs;
- plan, coordinate, supervise and evaluate the work of volunteers;
- establish and maintain effective and confidential work relationships with superiors, peers, associates, volunteers and the general public;
- communicate effectively both orally and in writing;
- maintain necessary records and prepare clear concise written reports;
- make public presentations; assess the relative advantages and disadvantages of alternative courses of action;
- plan and organize the work and work independently without immediate supervision;
- exercise good judgment as to when to act independently and when to refer situations to higher authority;
- maintain confidentiality of information.

SUPERVISION

The employee receives general direction from the County Executive or Deputy Executive. The work is characterized by broad latitude for the exercise of independent judgment and initiative on the employee's part. The work is evaluated through results obtained and the employee is held accountable for the attainment of program goals and objectives.

WORKING CONDITIONS

The majority of the work is performed in the usual office environment with field trips to work sites throughout Snohomish County. Some out of county travel may be required. The employee may be required to work evenings, weekends and holidays as necessary.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

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Class Established: January 1987

Previous Spec No. 380382

EEO Category: 2 – Professionals

Pay Grade: 110 – Officials and Administrators

Workers Comp: 5306 Non-Hazardous