

# HEAD START PROJECT COORDINATOR

Print

Job Code:	<b>PO1</b>	Division:	<b>HEAD START</b>
Branch:	<b>050-HEAD START MANAGEMENT BLDG</b>	Department:	<b>PROJECT COORDINATOR HS</b>
Reports To:	<b>PROGRAM MANAGER</b>	Pay Grade:	<b>Pay Grade G</b>
FLSA Status:	<b>Exempt</b>	Employee Type:	<b>FULLTIME 80</b>
Prepared By:	<b>HR DIRECTOR</b>	Date Prepared:	<b>06/23/2020</b>
Approved By:	<b>Board and PC</b>	Date Approved:	

## Summary

Head Start Project Coordinator

## Essential Duties & Responsibilities

Assist the Program Manager with general office duties as assigned  
Complete requisitions for Head Start Management Team  
Ensure purchasing procedures follow federal and state regulations and laws  
Identify and control assigned purchase process to ensure program obtains best value for expenditures on goods and services  
Coordinate and schedule delivery of goods and supplies  
Provide support to Head Start Management Team on procurement matters as needed  
Develop, compile, reconcile, and/or update information in vendor files to provide effective processing, information and reporting  
Train staff on use of computer programs and data based systems  
Complete Head Start staff travel packets and reconciliations

## Other Duties

Attend meetings necessary to determine project needs/requirements  
Involvement with Head Start Committees as assigned  
Contribute to Team efforts by completing other duties as indicated

## Qualifications

Graduate of an accredited High School Program required  
College hours of 5+ years of office/general bookkeeping experience required  
Experience with federal funding required  
Strong organizational skills required  
Computer literate -- experience with Word and Excel required

## Supervisory Responsibilities

None

## Physical Demands

Sitting for long periods of time  
Some lifting and bending  
Long periods of computer use

## Training

Annual in-service  
First Aid/CPR  
Any mandated training

## Decision Making

Exercise discretion and independent judgement

## Financial Responsibilities

Budget; requisition; documentation of expenditures

## Communication

Ability to communicate effectively, both orally and written

## Benefit Summary

Employee Type: FT 80  
Benefits: Full - Refer to Policy 301  
Leave Type: PL85

**Equipment Used**

General office equipment

**Work Environment**

Campus and Office

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date