

DEPARTMENT: County Counsel/Personnel By: Jeffrey G. Green PHONE: 209/966-3222

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes () No(X))

Adopt this resolution approving the new class specification at a salary range of 124 (\$1,753-2,131) for the classification of 4H Coordinator. This classification will be assigned to the Mariposa County Employees' Association (SEIU).

This new position was approved by the Board during the 1998-99 budget process and funding was provided commencing January 2, 1999.

BACKGROUND AND HISTORY OF BOARD ACTIONS: Per Mariposa County Personnel Policies and Procedures Handbook, Section 4.02 "Classification Plan Amendment: The Board may create new classes or revise or abolish existing classes."

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

1. Do not approve this proposed class specification and salary range.
2. Make any changes to this proposed class specification and salary range as deemed necessary by the Board.

COSTS: () Not Applicable

A. Budgeted current FY \$10,518 _____

B. Total anticipated costs \$10,518 _____

C. Required additional funding \$-0- _____

D. Internal transfers \$-0- _____

SOURCE: () 4/5ths Vote Required

A. Unanticipated revenues \$ _____

B. Reserve for contingencies \$ _____

C. Source description: _____

Balance in Reserve for Contingencies, if approved: \$ _____

SPECIAL INSTRUCTIONS:
List the attachments and number the pages consecutively:

1. Class Specification _____

2. CAO memo dated 11/20/98 _____

CLERK'S USE ONLY:

Res. No.: 98-447 Ord. No. _____

Vote - Ayes: 5 Noes: _____

Absent: _____ Abstained: _____

Approved () Denied

Minute Order Attached () No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.

Date: _____

ATTEST: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California

By: _____
Deputy

ADMINISTRATIVE OFFICER'S RECOMMENDATION:
This item on agenda as:

Recommended

Not Recommended

For Policy Determination

Submitted with Comment

Returned for Further Action

Comment: _____

A.O. Initials: JG

MARIPOSA COUNTY

JOB TITLE: 4H Coordinator

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

Under general direction, to plan, develop, organize, coordinate, manage and direct the University of California Cooperative Extension's 4H program in Mariposa County; to provide direction, support and supervision to adult 4H volunteers, members and staff, to develop and maintain public and private support for the program; and to perform related work as required. This classification works with minimal supervision and is given primary responsibility for programs, events, activities, project groups, clubs and other related activities.

SUPERVISOR: UCCE County Director/Farm Advisor

TYPICAL DUTIES

- Serves as liaison between the University, the County and volunteers for development, operation and evaluation of programs, events, activities, finances and fund-raising
- Interprets and enforces County, state and regional 4H and UC policies and procedures
- Evaluates program effectiveness, identifies program needs and establishes goals, objectives and program content within the educational guidelines of the 4H program
- Identifies potential clientele and establishes eligibility
- Assists clubs to recruit members and adult volunteers
- Provides screening, certification, training, orientation and informal evaluation of adult volunteers
- Works directly with the 4H Council and committees to plan, coordinate and carry out County 4H events, activities and programs
- Supervises and provides support to 4H community club leaders and provides access to resources
- Provides training for members, club officers junior and teen leaders, all stars, and project leaders in various subjects

MARIPOSA: 4H Coordinator

TYPICAL DUTIES (Cont'd):

- Develops and carries out an effective public relations and information programs through mass media, organizations, schools and other public and private support groups
- Prepares County, UC and federal reports as required
- Assists the office staff to record and maintain membership data, statistics and summaries
- Keeps current with social science research, group dynamics, volunteer management, programs and activities
- Operates a variety of office and audio-visual equipment including computers, photocopiers, fax machines, slide and overhead projectors, video equipment and sound systems

EMPLOYMENT STANDARDS

Knowledge of:

- 4H program mission, goals and objectives
- principles of education, management and supervision
- principles of group interaction, communication and public relations
- principles of program planning and evaluation
- appropriate curriculum and teaching methods for age-based programs
- general office methods and use of office equipment including computers utilizing word processing, desktop publishing, and spreadsheet programs

Ability to:

- plan, organize and conduct events and activities
- recruit, train, orient and direct adult volunteer staff who may have limited skills or teaching experience

MARIPOSA: 4H Coordinator

Ability to (Cont'd):

- organize, supervise and coordinate committees, membership and volunteer leaders
- teach and evaluate program content and relevance
- teach, motivate and recognize the performance of members and leaders
- communicate effectively in both written and oral forms
- work amicably with the general public utilizing both public speaking skills and the mass media
- establish and maintain effective working relationships with staff, other County departments, members, supporters and the general public
- work nights, weekends and varying hours depending on events, activities or programs

MINIMUM QUALIFICATIONS

Three years of experience working with youths and adults in an educational environment which must include at least one year of experience in coordinating the work of volunteers and a minimum of 15 semester (22 quarter) units from an accredited college or university in education, vocational guidance, counseling or closely-related fields. Possession of a valid California driver's license with a satisfactory driving record and the ability to pass the California State Department of Justice fingerprinting clearance and UC 4H screening process is required. One additional year of qualifying experience may be substituted for the required college units.