

Cascade County

Job Vacancy Announcement

Position: Commodity Supplemental Food Program Coordinator	Closing Date: September 28, 2012
County Department: Aging Services	Dept. Admin.: Rob Rung
Type of Position: Part-time 20 hours per week	Salary: \$10.23 per hour
Applications available at Cascade County Human Resource Department, www.cascadecountymt.gov or Job Service All application materials must be turned in to the Cascade County Human Resources Department and date stamped by 5:00 p.m. on the closing date.	

DESCRIPTION POSITION

This position is a first line representative of the Department by performing assigned duties to coordinate the Commodity Supplemental Food Program (CSFP) to clients within Cascade County, Montana. Applicant performs a wide variety of support and observatory reporting to the Department Managers in assessing changes in client's behavior and living conditions as part of an on-going assessment of clients and their eligibility requirements. Applicant must have a good driving record and thorough knowledge of driving practices; a thorough knowledge of the Great Falls and Cascade County and how to navigate according to street addresses and directions.

JOB REQUIREMENTS

Knowledge and understanding of: Motor vehicle operations; safe operation of motor vehicles; driving practices that include being courteous to other drivers and operation of the vehicle; Federal regulations for CSFP eligibility; operation of desktop computer and application of Word, Excel and Power Point preferred; safety procedures; forklift operations.

Skills in: Operation of automatic and standard shift vehicles; following directions and ascertaining locations throughout Great Falls and Cascade County; public relations; and recruiting and scheduling volunteers for CSFP distribution.

Ability to: Establish effective working relationships with management, employees, state agencies, other county departments, and the general public; problem solve and communicate effectively and work with many different cultures respecting their heritage and traditions; drive vehicles in a safe and prudent manner; remain calm when work becomes stressful; observe clients and their surroundings; deal with frequent change, delays or unexpected events; identify discrepancies or inaccuracies in routes and suggest corrections to supervisor; operate a personal computer using word processing spreadsheets and database applications appropriate to assigned duties; meet challenges with resourcefulness through original thinking and creativity; develop solutions; respond promptly to requests for service and assistance from the public and various office personnel; drive vehicles in all types of weather and terrain in a proper and safe manner; collect and record donations in accordance to department policy; follow instructions from immediate supervisor and report any discrepancies of daily activities to immediate supervisor and/or other department managers; complete all required reports; complete all forms and documentation within the required timeframes; report complaints and assist in preparing responses; operate a forklift and complete forklift operation certification training; coordinate volunteers and other department staff at distribution peak periods; recruit volunteers; give presentations to the media, community groups and other governmental entities about CSFP; meet established timelines and/or deadlines; deal with frequent change, delays or unexpected events; operate a variety of office equipment; read and comprehend materials; adhere to standards of confidentiality; follow verbal and written instructions; observe work hours; demonstrate punctuality; work collaboratively with management and co-workers; practice good public relations in support of the Aging Services Department and its functions; observe established lines of authority; identify problems that adversely affect the organization and its functions and offer suggestions for improvements; and maintain confidentiality.

EDUCATION AND EXPERIENCE

The above knowledge, skills and abilities are typically acquired through a combination of a high school diploma or GED **and** one (1) year experience in delivery services or coordinating activities. Knowledge of people with disabilities and the aging population desired. Applicant must possess a valid Montana Driver's License and the ability to obtain Forklift certification.

The successful Applicant must serve a 6 month probationary period and may have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the County.

Notice to Applicants: Applicants who are claiming Veteran's or Handicap Preference should provide a DD-214 Discharge Document or DPHHS Handicap Certification with their application for employment so that Cascade County may apply the preference during the selection process.

Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.

CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER