



## Human Resource Division

*Eileen J. Sedillo*  
Human Resource Director

*Harold M. Garcia*  
Chair - District 1

*Janice C. Varela*  
Vice-Chair - District 2

*Max O. Trujillo*  
Commissioner - District 3

*Martin Sena*  
Commissioner - District 4

*Kenneth C. Medina*  
Commissioner - District 5

### SAN MIGUEL COUNTY

### EMPLOYMENT OPPORTUNITY

*Joy M. Ansley*  
County Manager

San Miguel County is accepting applications for DWI Youth Services and Program Coordinator (a grant funded position). Under the direct supervision of the DWI Coordinator, this position performs youth programming and service coordination, after school and weekend programs and executes administrative policies. Outreach to all in-district schools for recruiting participation in after school and weekend programs. Performs all other duties listed on job description and other duties directed by the DWI Coordinator.

**SALARY RANGE:** 24 (\$31,198.00 To \$35,098.00)

**DEADLINE:** Friday, November 18, 2022



Applications and a detailed job description may be picked up from the San Miguel County Human Resource Office located at 500 West National, Suite 202. You may also obtain an application on the San Miguel County's website at [www.co.sanmiguel.nm.us](http://www.co.sanmiguel.nm.us). San Miguel County is an Equal Opportunity and Affirmative Action Employer. The County reserves the right to reject any and all applications.

*Joy Ansley*  
Joy Ansley, County Manager

*11-07-22*  
Date

*Eileen Sedillo*  
Eileen Sedillo, Human Resource Director

*11-7-22*  
Date

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# *San Miguel County*

## **DWI OFFICE YOUTH SERVICE & PROGRAM COORDINATOR**

**STATUS:** Full Time Grant Funded Position (32-40 hours per week)  
**FLSA:** Non Exempt  
**Salary:** \$32,000.00

### **Position Summary:**

Under the direct supervision of the San Miguel County DWI Coordinator; performs youth programming and service coordination, after school and weekend programs and executes administrative policies.

### **Essential Duties and Responsibilities:**

- Coordination of after school activities and programs for all participating youth;
- Outreach to all in-district schools for recruiting participation in after school activities and programs;
- Liaison between participating youth and Juvenile Case Manager;
- Coordination referrals of youth to appropriate public and private agencies;
- Maintenance of system to track contracts, client demographics and participation;
- Enforcement of all program policies and procedures;
- Evaluate programs to ensure deliverables are met and to maintain strong partner relationships;
- Provide support to Juvenile Case Manager in case relations;
- Must maintain regular attendance.

### **Qualifications:**

- High school diploma or equivalent, plus any combination of college education and/or experience in youth programming and services totaling three (3) years.
- Must pass a pre-employment drug screening and CYFD background check

### **Knowledge, Skills and Abilities:**

- Independent worker and self-starter;
- Experience in youth leadership development;
- Understanding of local community relations;
- Knowledge of grant programming;
- Experience in youth activity coordination;
- Visionary leadership skills, with the ability to build productive relationships through partnerships;
- Excellent communication skills, both oral and in writing

### **Working Conditions:**

Work is generally performed in a classroom setting. Majority of work will be afternoons and evenings, and possibly weekends. Manual and finger dexterity required. May be subject to CRT's, VDT's and UV rays. May be required to lift or push up to 50 lbs. Travel time may be required. Training others is required.

**Physical Requirements:**

Primary Work Positions: Sitting 50%, Standing 15%, Walking 10%, Lifting 10%, Kneeling 5%, Squatting 5%, Driving 5%

*Position specifications are intended to present a descriptive list of the range of duties performed by employees in the position. Specifications are not intended to reflect all duties performed within the job.*


**JOB DESCRIPTION APPROVED BY THE BOARD OF SAN MIGUEL COUNTY COMMISSIONERS:** 01-11-22

  
\_\_\_\_\_  
COUNTY MANAGER

1-11-22  
\_\_\_\_\_  
DATE

  
\_\_\_\_\_  
HUMAN RESOURCE DIRECTOR

1.12.2022  
\_\_\_\_\_  
DATE

  
\_\_\_\_\_  
DWI COORDINATOR

1/13/2022  
\_\_\_\_\_  
DATE

\_\_\_\_\_  
EMPLOYEE

\_\_\_\_\_  
DATE