

County of Santa Cruz

INVITES YOU TO APPLY FOR:



PROGRAM COORDINATOR

Supplemental Questionnaire Required

Promotional Only

Job # 25-UU3-02

Salary: \$6,514 – 8,372 / Month

Closing Date: Monday, December 15, 2025

County Equity Statement

Equity in action in Santa Cruz County is a transformative process that embraces individuals of every status, providing unwavering support, dignity, and compassion.

Through this commitment, the County ensures intentional opportunities and access, fostering an environment where everyone can thrive and belong.

THE JOB: Under direction, coordinate, implement and monitor one or more programs within a County department; develop program materials; assist in planning and developing programs; and perform other work as required. **The current vacancy is in the County Clerk/Elections Department. The incumbent will, under the direction of the Registrar of Voters, plan, organize, direct, and oversee the activities and staff of one of the following program areas: Voter Registration and Outreach, Operations Center Management, Voter Data and Mapping, Candidate Services, Election Officers, Vote-by-Mail, or Clerk Services. The incumbent will also develop program materials; assist with program planning and development; operate and monitor election equipment; and perform related duties as assigned.**

The list established from this recruitment will be used to fill the current vacancy and it may also be used to fill other vacancies during the life of the eligible list.

THE REQUIREMENTS: Any combination of training and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be:

Two years of experience assisting in program coordination, program planning or program development. A college level degree related to the specialty area may be substituted for up to one year of the required experience.



Knowledge: Working knowledge of methods and techniques of coordination and monitoring; training methods and techniques; and communication skills and techniques. Some knowledge of basic community resources and organizations; program planning and program policy development; and principles and practices of staff and/or volunteer supervision and training. NOTE: Working knowledge of the specialty area may be required.

Ability to: Coordinate, implement and monitor County programs; assist in planning, developing and implementing County programs, including policies and procedures; work with community organizations to coordinate activities and secure the support of diverse community groups; develop and maintain a cooperative working relationship with a wide variety of people, including community, media, school, and professional representatives; plan, assign, direct and evaluate the work of subordinate staff/volunteers; analyze and prepare grant proposals, contracts and budgets; speak effectively to diverse audiences; develop, prepare and evaluate training/educational materials; conduct training/educational sessions for professional staff, volunteers, and/or community groups; prepare reports and correspondence; motivate staff, including volunteers; and learn to input, access, analyze data and create graphics on a computer.

THE EXAMINATION: Your application and supplemental questionnaire will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

HOW TO APPLY: Apply online at www.santacruzcountyjobs.com or mail/bring an application and supplemental questionnaire to: Santa Cruz County Human Resources Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Human Resources Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

Women, people of color and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

Some positions may require Fingerprinting and/or Background Investigation.

PROGRAM COORDINATOR – SUPPLEMENTAL QUESTIONNAIRE

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

NOTE: Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for moving to the next step in the recruitment process.

1. Please provide an example of your most complex project and/or program which demonstrates your experience coordinating or managing a public sector program.
2. Describe your experience collaborating with diverse groups and how you successfully achieved a common goal.
3. Please describe strategies you would use to recruit, motivate, and retain public sector employees, volunteers and contracted providers.
4. The County of Santa Cruz has several Program Coordinator positions in the following departments: County Clerk/Elections, General Services, Health Services Agency, Human Resources, Human Services Department, Sheriff's Office, Parks Department, and Public Works. Please describe how your experience may be related to the above departments. (Note: Your response to this question may be used to selectively certify the eligible list for the different vacancies based on your knowledge of the specialty area within each department.)

EMPLOYEE BENEFITS:

ANNUAL LEAVE – 22 days first year, increasing to 37 days after 15 years of service. Available for vacation and/or sick leave.

HOLIDAYS – 14 paid holidays per year.

BEREAVEMENT LEAVE – 3 days paid in California, 5 days paid out-of-state.

MEDICAL PLAN – The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

DENTAL PLAN – County pays for employee and eligible dependent coverage.

VISION PLAN – County pays for employee coverage. Employee may purchase eligible dependent coverage.

RETIREMENT – Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013 (PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

LIFE INSURANCE – County paid \$20,000 term policy. Employee may purchase additional life insurance.

DISABILITY INSURANCE – Employees in the General Representation Unit participate in the State Disability Insurance (SDI) program. This program is funded 100% by employee payroll deductions.

DEPENDENT-CARE PLAN – Employees who make contributions for child or dependent care may elect to have their contributions made utilizing "pre-tax dollars."

H-CARE PLAN – Employees who pay a County medical premium may elect this pre-tax program.

HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFSA) – Employees may elect this pre-tax program to cover qualifying health care expenses.

DEFERRED COMPENSATION – A deferred compensation plan is available to employees.

Note: Provisions of this bulletin do not constitute an expressed or implied contract.

County of Santa Cruz

www.santacruzcountyjobs.com

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