

OFFICE OF RAPIDES PARISH CIVIL SERVICE



Linda Sanders
Civil Service Director

Tina Goree
Administrative Specialist

Civil Service Board

Zebulon Winstead, Chairman
Christopher Hall, Vice-Chairman
Jason Leatherman, Member
John M. Marks Jr., Member
Marla West, Employee Member

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JOB ANNOUNCEMENT NOTICE

#2021-29

Open to current Parish employees only.

Opening: **11/17/2021**

Closing: **12/2/2021**

CLASS TITLE

CLASS RANGE

MINIMUM SALARY

**Workforce Professional
Program Coordinator**

22

\$42,012.32 annually
+ benefits

NATURE OF POSITION

Ensure all programs run in the Rapides Parish Business and Career Solutions Center are well-maintained and follow all local, state and federal guidelines. Manage, collect, organize and analyze data. Interpret and enforce programs. Prepare reports. Monitor contracts. Provide follow-up service. Evaluate staff work performance.

NECESSARY QUALIFICATIONS

- Bachelor's degree in a related field.
- Seven (7) years related experience.
- Operate basic office equipment.
- Proficient in MS Office and HiRE.
- Strong verbal and written communication skills and organizational skills.
- Valid Louisiana driver's license.

REMARKS

1. **Please post this Announcement on Department Bulletin Boards.**
2. **Apply at Rapides Parish Civil Service, 726 Washington St., Alexandria, LA 71301 - or download an application at www.rppj.com/employment.**
3. **Applications must be submitted in person or via mail.**
4. **Must include copy of driver's license, diploma/GED, DD214, degree, etc. with application.**
5. **Applications will be accepted until Thursday, December 2, 2021 at 4:00 p.m.**

Distribution:
All Departments
Announcement File
LA Job Service
Cable Service, LSUA, LC

AN EQUAL OPPORTUNITY AGENCY