



# UNION COUNTY BOARD OF COMMISSIONERS

Donna Beverage, Commissioner  
Paul Anderes, Commissioner  
R. Matthew Scarfo, Commissioner

Shelley Burgess, Administrative Officer

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## NOTICE OF JOB OPENING

Recruitment is open to all who meet the qualifications below and will be used to fill this vacancy and others that may occur in the next six months to one year.

**POSITION:** Deferred Prosecution Program Coordinator  
Union County District Attorney's Office

**OPENING DATE:** September 12, 2024

**Grant Funded Position - Current Grant  
runs thru 6/30/2025**

**CLOSING DATE:** September 25, 2024

**FTE:** .75 (28 hours per week)

**SALARY:** Range 16 (\$3,099 - \$3,956 per month)

**PURPOSE OF POSITION:** The Deflection Program Coordinator is responsible for coordination of the county's Oregon Behavioral Health Deflection (BHD) Program including convening deflection program partners; managing grant program funds awarded; and tracking and reporting data as required by the Oregon Criminal Justice Commission.

### **JOB QUALIFICATIONS REQUIREMENTS:**

Skill and ability in English usage, spelling, grammar and punctuation; basic mathematics; applying knowledge to the development, implementation and evaluation of programs; setting goals, planning, establishing and implementing procedures; compiling data from various sources, analyzing data, preparing evaluation reports and integrating plans; developing and maintain productive liaison and contacts with citizen boards, commissions, public and private agencies, department programs and County departments; communicating clearly and concisely, both orally and in writing; effectively analyzing data and results of evaluative research; establishing and maintaining positive working relationships with coworkers and the public. Knowledge of methods and techniques of program research, design, development, implementation, monitoring and evaluation; principles and practices of contract monitoring; grant writing techniques; methodologies of program assessment and evaluation; resources available necessary to plan, develop and administer programs. Associates degree in public or business administration, social work or related field; AND two years of responsible experience in program coordination, planning, development and evaluation; OR any satisfactory combination of work, education, training, or experience relevant to the position, as determined by Union County.

See job description for additional information on duties and requirements.

**APPLY:** Union County District Attorney's Office  
1104 K Avenue  
La Grande, OR 97850

**Application Available at:** <https://unioncountyor.gov/administrative-services/employment>

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