

PROGRAM COORDINATOR (BOCES)

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning, coordinating and implementing specialized programs to provide services to the public or a designated group of the public as defined by the goals, and priorities of the programs. The responsibilities of the position may include, but are not limited to research analysis, development, coordination and management; community relations and networking, educational promotion, media development, program outreach, funding, budget forecasting and planning, tracking and targeting populations, statistics and training of staff, etc. Independence and initiative are exercised by the employees in this class, within the guidelines of the policies and procedures established. Work is performed under general supervision. Supervision may be exercised over support staff. Does related work as required.

TYPICAL WORK ACTIVITIES: Coordinates and networks with a variety of organizations and community agencies to develop measurable program objectives and strategies for addressing concerns; Coordinates program services to promote comprehensive services and to prevent the duplication of services; Organize and facilitate meetings; Assists in the preparation of grants and funding requests, seeks out funding sources; Participates in program budget development and oversight; Coordinates and implements day to day activities as assigned; Plans and facilitates the development of coalitions; Actively participates in community wide and regional coalitions, committees and task forces; Includes travel to area meetings as well as to regional meetings; Participates in the preparation and updating of plans for the agency as assigned; Conducts assessments, prepares reports and evaluations.

FULL PERFORMANCE KNOWLEDGE, SKILL, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the principals and practices of program coordination, management and administration; Good knowledge of the current issues, problems and existing concerns; Good knowledge of agency program operations, goals and objectives; Good knowledge of community agencies and resources; Good knowledge in the development of educational and promotional material including computer and social media skills; Working knowledge of the principles and techniques of supervision; Ability to plan, implement and manage programs; Ability to evaluate program efficiency and effectiveness and to document the same; Ability to communicate both orally and in writing; Ability to address groups on the purpose and objectives of the programs; Ability to establish and maintain cooperative relationships; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

A. Graduation from a regionally accredited or New York State registered college or university with a bachelors degree in a Business Management, Business Administration, Sports Management field, communications or education and (3) three years experience or its parttime equivalent in planning, implementing, organizing, overseeing or administering school related programs.

NOTE: Completion of a masters degree in education, business management, administration, sports management or a closely related field or public administration may be substituted for one (1) year of work experience.

NOTE: A valid New York State driver's license is required at time of appointment and maintained during employment.

Competitive
Approved 8/1/19