

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 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, 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 college or university with a bachelor's degree in a business management, business administration, sports management, communications, or education field and three years' experience or its parttime equivalent in planning, implementing, organizing, overseeing, or administering school-related programs.

NOTE: Completion of a master's degree in education, business management, business administration, sports management, public administration, or a closely related field may be substituted for one year of work experience.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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

Competitive

Approved: 8/1/19

Revised: 3/31/23