

## PROGRAM ADMINISTRATOR (COMMUNITY EDUCATION - AIDS)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision and in accordance with the objectives of the Westchester County AIDS Council, an incumbent of this position is responsible for the overall development and implementation of a comprehensive, accurate and explicit AIDS education prevention program for local businesses, corporations, institutions and governmental agencies. Responsibilities include planning, preparing and distributing information and educational materials concerning services and program goals designed to enhance awareness and promote risk reduction strategies. The incumbent provides technical support and assistance on prevention programs to businesses, schools, and other county departments and ensures the consistency of information disseminated. The incumbent has extensive contact with media representatives, governmental officials and interest groups requiring sensitivity and sound judgment. Supervision may be exercised over community education professionals and support staff. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Plans, directs and prepares community AIDS education/prevention programs to provide information to the public and to promote AIDS Council recommendations;

Directs the preparation of and researches, prepares, and edits news releases, brochures, features, public service announcements, rosters, calendars, newsletters to clients accessing numerous agencies (i.e. libraries, civic and youth organizations), etc.;

Evaluates community education approaches and recommends changes and alternatives in community education programs to ensure optimum delivery of informational materials;

Develops, updates and implements Westchester County policies on HIV/AIDS in the workplace and provides businesses with information and assistance in formulating their own policies;

Conducts HIV/AIDS conferences for schools, clergy, local governmental officials, professional organizations, local media, etc., to promote awareness among community leaders;

Provides support and assistance to school systems in the implementation of NYS model AIDS educational curriculum;

Develops and maintains on-going working relationships with professional organizations, educational institutions, governmental institutions, and volunteer organizations to promote delivery of AIDS education/prevention services;

Evaluates and monitors program progress to ensure compliance with established policies and procedures and to meet AIDS program objectives;

EXAMPLES OF WORK: (Cont'd)

Represents the program at conferences, community meetings, seminars, etc.;

Develops and implements performance standards for quality assurance control and conducts periodic program reviews for quality assurance controls.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of public health principles, practices and administration; thorough knowledge of the principles and practices of public relations; thorough knowledge of the techniques of verbal and written communication including style, vocabulary, spelling and grammar; good knowledge of the techniques of preparing, producing and disseminating information; good knowledge of the methods and techniques used in evaluating community education programs; ability to communicate effectively both orally and in writing; ability to develop and maintain effective working relationships; ability to evaluate programs, identify problems and develop solutions; ability to supervise others; tact; resourcefulness; initiative; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* and four years of professional experience in the development or administration of AIDS health related programs including educational programs and materials, two years of which must have been at the supervisory level.

SUBSTITUTION: A Master's Degree\* in Nursing, Sociology, Social Work, Public Health or Public Administration may be substituted for experience at the rate of 30 credits per year. There is no substitute for the two years of supervisory experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.