

PROGRAM ADMINISTRATOR (MINORITY AFFAIRS-SPANISH SPEAKING)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for the development, coordination and implementation of a proactive minority affairs program for Westchester County. Responsibilities include the development and evaluation of quantitative indicators to assess the County's progress in promoting employment opportunities to minorities, women and protected classes and enhance diversity in the workforce; serving as a liaison between the Executive and Legislative branches of the government and the Westchester County Hispanic Advisory Board and other minority groups; and conducting outreach to community groups and organizations to identify problem areas and ensure that their needs are being met. The duties require proficiency in Spanish and English, providing interpretive and information services. Supervision may be exercised over a small number of support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative only)

Communicates orally and in writing in the Spanish and English languages;

Acts as the liaison to the Hispanic Advisory Board, community interest groups, and ethnic and civic organizations to facilitate community outreach and promote and enhance diversity in the county workforce;

Acts as the liaison between the Executive and Legislative branches of the county government and the Hispanic Advisory Board;

Participates in radio talk shows designed to advise and promote County services to ethnic communities in Westchester County;

Assists in the development of policies, goals and objectives to attract, retain and promote a diverse work force;

Determines data and information required to evaluate program effectiveness and selects appropriate methods to compile and analyze information;

Conducts evaluative analyses and prepares reports on a variety of program areas including policies, procedures, and objectives, measuring progress towards program goals and determining the effectiveness of program objectives;

Proposes new or revised goals and objectives based on community and population needs, relevant conditions and trends;

Serves as a liaison with and nurtures relationships between the County and various organizations representing people of color, women, and other protected classes;

Schedules, prepares and conducts speaking engagements at organizations, schools, churches, and community groups targeted at the minority population of the county;

Conducts and participates in meetings with the Hispanic Advisory Board and community interest groups;

EXAMPLES OF WORK: (Illustrative only) (Con't)

May review materials, as needed, for county departments, translated into the Spanish language for distribution to the Hispanic/Latino community including handouts, flyers, brochures, posters, public information materials, etc., to ensure clear and understandable communication of information;

Uses computer applications and other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the principles, practices, laws and regulations related to non-discrimination and equal opportunity; good knowledge of the problems of minorities, women and other protected classes; knowledge of the principles and techniques of using statistical methods to monitor program compliance and objectives; skill in the use of computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to work effectively with and gain the trust of a diversified, ethnic population; ability to read, write, translate and listen to the Spanish language at a level sufficient to pass a Spanish language proficiency test; ability to gather, organize and analyze a variety of data and information; ability to communicate clearly and effectively, both orally and in writing, in both the Spanish and English languages; ability to establish and maintain effective working relationships with a wide variety of people; ability to develop activities and programs that enhance racial, ethnic, cultural and gender diversity; sound judgment; tact; courtesy; integrity; initiative; 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 employment counseling and interviewing, advocacy program development, manpower development, employment training, communications, education, labor relations, minority recruitment, or affirmative action/equal employment.

SUBSTITUTION: Satisfactory completion of 30 credits towards a Master's Degree* may be substituted up to two years of the above stated experience.

SPECIAL REQUIREMENT: Possession of a valid license to operate a motor vehicle in the State of New York.

*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 Department of Education as a post-secondary, degree-granting institution.