

PROGRAM ADMINISTRATOR (OFFICE FOR WOMEN)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent of this position is responsible for program administration and coordination in the Office for Women, with particular responsibility for the development and implementation of research projects and public education. Work also involves monitoring, analyzing and evaluating programs, issues, trends and County initiatives to assist in the delivery of more effective services to women. This position also assists with new program and service implementation, as well as providing guidance and monitoring of internal staff activities of the office. Supervision may be exercised over professional and administrative support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Conducts studies and research as to needs, concerns, and status of women and families for the purpose of recommending policy, objectives and practices for County operations and activities affecting women;

Prepares and distributes reports and informational material, based on research, to maintain communication and adequate flow of information as part of an ongoing public education and information program;

Prepares status reports, bid documents, contracts, and state aid and grant applications, compiles demographic and statistical data, designs publications and assists in budget preparation;

Plans, prepares and distributes informational and educational material concerning the services, activities, and objectives of the Office for Women;

Acts as a liaison between the Office for Women and the public as well as other county agencies, both public and private;

Provides program and service assistance to community agencies in an effort to coordinate activities in meeting common goals and objectives;

Participates in identifying issues and priority needs for women and families and develops programs and activities to address such needs, particularly through public education programs;

Determines staff development/training needs, may supervise staff, provides technical assistance, assists in policy formulation and recommends alternative procedures and implementation of new initiatives to secure efficient operations;

Investigates new funding sources and develops proposals for funding allocations to ensure the efficient utilization of resources;

Implements and attends conferences, workshops and seminars addressing the concerns, issues and problems of women and their families.

Serves on various interest and advisory groups to maintain a learning network designed to promote and identify the needs of Women;

EXAMPLES OF WORK (Con't):

Responds to requests for information from individuals, media and agencies;

May perform other incidental tasks, as needed;

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of Federal, State and local laws, rules and regulations applicable to services and programs for women; thorough knowledge of support service networks for women; thorough knowledge of evaluation and assessment methods; good knowledge of the principles and practices of program development and administration; good knowledge of the practices and techniques used in community education and public relations; good knowledge of community agencies, facilities and services available to women and families; good knowledge of current and potential public policy issues affecting women; ability to conduct research by gathering pertinent data, organizing it, analyzing it and compiling it into reports addressing an assigned issue; ability to communicate effectively both orally and in writing; ability to develop and establish effective working relationships with public officials, managers, community agencies and advocacy groups; ability to relate well with women, particularly minorities and those in need of support services; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; initiative; creativity; resourcefulness; sound judgment; integrity; tact; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* in a social, behavioral, or related science, public health; public administration; education; labor studies or public relations and either: a) four years experience in human services or community relations, two of which must have involved the planning or implementation of programs for women, and one of which must have been at the administrative or supervisory level; or b) a Master's Degree* in one of the above stated fields and two years experience as stated in a) which must have included the specialized experience and one year at the administrative or supervisory level; or c) a satisfactory equivalent combination of the foregoing training and experience within the limits of (a) and (b).

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

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

West. Co.
J. C.: Competitive
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Job Group: XII