

## PROGRAM ADMINISTRATOR (SENIOR COMMUNITY EMPLOYMENT PROJECT)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of a higher level administrator, an incumbent directs the day-to-day administration of the project including staffing, supervision, coordination, training and individual and group counseling to project enrollees. Supervises staff related to the program. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Conducts program planning and proposal development to meet the requirement of the Federal and State Government and funding sources, and implementation on a day-to-day basis;

Researches and develops sub-contracts with community service agencies and municipalities throughout the County to work as trainers or program participants; also conducts on-going recruitment and intake of program participants;

Establishes and supervises systems and procedures regarding administrative reporting and monitoring requirements;

Maintains financial controls for a budget in excess of \$450,000.;

Conducts studies to determine employment and training needs and the program impact on individuals and communications;

Prepares and conducts training sessions for program participants and sub-contract agency supervisory personnel as well as coordinates regularly scheduled individual and group counseling sessions for enrollees;

Establishes and maintains effective job placement relationships with employment services; develops and supervises the maintenance of a job information system, job-bank and follow-up system on job referrals;

Coordinates supportive services to program participants;

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

Supervises project staff on a daily basis.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and practices of vocational counseling, assessment and placement; good knowledge of office administration and procedures in a governmental environment including but not limited to personnel policies and procedures, supervision and the functioning of supportive service agencies; good knowledge of the sources of employment within Westchester County for senior citizens; skill in interviewing; skill in conducting research; ability to effectively conduct, direct, interview, and to plan and conduct individual and group counseling sessions; ability to meet and deal with senior citizens effectively; ability to plan and supervise the work of others; ability to use computer

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: (Cont)

applications such as spreadsheets, word processing, calendar, e-mail and database software; dependability; initiative; good judgement; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* and either (a) Master's Degree\* in the field of guidance, counseling, or social work and four years experience in programs for senior citizens, three of which must have been in the area of employment for senior citizens and two of which must have been at a supervisory level; or (b) five years experience as stated in (a) above which must have included the specialized experience as stated; or (c) a satisfactory equivalent combination of the foregoing training and experience.

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