

## PROGRAM COORDINATOR (OFFICE FOR WOMEN)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent of this position is responsible for overall program administration and coordination of programs and services for the Office for Women. Responsibilities include development, administration, and evaluation of all programs and services for women in order to ensure compliance with contracts, procedures, laws and regulations. The incumbent develops and implements case management and safety planning services for women of all incomes either directly through staff or through subcontracts with social agencies. Additional responsibilities include promoting activities to advance women's economic and social equality as well as developing informational and public relations materials for use by the community of women. Supervision is exercised over subordinate professional, supervisory, and administrative support staff. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Administers, supervises and develops comprehensive programs, services, policies and procedures to meet the needs of women;

Supervises and conducts studies to determine service needs of women, identifying gaps in services and resources and developing initiatives to meet those needs;

Understands, interprets and integrates Federal, State and local laws and regulations governing the provision of services to women, keeping management apprised of changes and impact;

Negotiates, develops and manages contracts and grants for programs and services to women, particularly domestic violence victims;

Directs the planning, organization and coordination of community agency programs through liaison with subcontracting agencies;

Represents the Office for Women with community groups, individuals, other agencies and public officials to explain programs and policies;

Supervises, trains, evaluates and develops professional and support program staff to ensure program goals and objectives are met;

Oversees and evaluates the operation of services on an on-going basis to ensure they are accessible, effective and timely;

Analyzes the ongoing performance and impact of programs, and develops plans, methods and procedures to correct or improve programs;

Assists the Director in preparing, analyzing and monitoring the annual budget, participating in short and long-term planning efforts;

Develops and implements advocacy initiatives to promote changes in legislation, regulations, public policy, and the private sector, to address the needs and priorities of women and their families;

EXAMPLES OF WORK (Con't):

Serves as a liaison with a variety of coalitions that deal with issues that impact women;

Supervises the development and maintenance of appropriate files, records and other documentation;

Plans meetings to inform professionals in the Women's Network of methods of addressing the unmet needs and priorities of women, including the preparation of printed materials for distribution;

May attend conferences, workshops and seminars addressing the concerns, issues and problems of women and their families.

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

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and practices of program development and administration; thorough knowledge of the practices and techniques used in community education and public relations; thorough knowledge of community agencies, facilities and services available to women and families; thorough knowledge of current and potential public policy issues affecting women; thorough knowledge of the principles and techniques used in coordinating the delivery of services for women; thorough knowledge of the principles and practices used in developing budgets and contracts; good knowledge of the goals and objectives of the Office for Women; skill in the use of computer applications such as spreadsheets, word processing, e-mail, and database software; ability to plan, supervise and evaluate the work of professional and support staff; ability to communicate effectively both orally and in writing; ability to develop and utilize management systems to ensure effective and efficient operations; 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 read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; initiative; creativity; resourcefulness; discretion; sound professional 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 three years experience in human services or community relations where the primary responsibility of the position was planning or implementing programs for women, two of which must have been at the administrative or supervisory level.

SUBSTITUTION: A Master's Degree\* in a social, behavioral, or related science, public health, public administration, education, labor studies or public relations may be substituted for one year of the general human services or community relations experience with programs for women. There is no substitution for the two years of administrative or supervisory 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 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.