

## PROGRAM COORDINATOR (WELFARE TO WORK INITIATIVES)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class serves as a liaison between Westchester County Department's of Transportation and Social Services in the coordination of transportation services related to the County's Welfare to Work Program. Located in the Department of Transportation and under the direction of the Commissioner of Transportation, an incumbent is the primary point of contact for Welfare to Work transportation related activities as they relate to the Division of Employment Services/Community Relations within both departments. Supervision may be exercised over subordinate personnel. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Represents the Departments of Transportation and Social Services in multi-agency programs and initiatives to coordinate and monitor Welfare to Work transportation related activities;

Coordinates, recommends and develops transportation options and effective practices and strategies in consultation with DSS to address Welfare to Work transportation needs and objectives;

Coordinates and prepares Federal, State and Welfare to Work transportation related grant applications and documents;

Coordinates interdepartmental and community wide plans to prepare for program needs such as cost estimates and assessment plans;

Represents Transportation and DSS in meetings and events involving the business community;

Enlists the active participation of county staff and Welfare to Work program partners to form a coalition dedicated to achieve Welfare to Work goals and objectives relating to the transportation of program participants;

Establishes and supervises the maintenance of a database to serve as a transportation resource, referral system and clearinghouse to effectively coordinate service delivery;

Participates and coordinates the creation and/or expansion of transit services, including route extensions, increased evening and weekend hours, feeder-shuttle service, evening shared-ride services, etc. to increase access to employment sites for public assistance customers;

Formulates and develops Welfare to Work transportation service options and pilot projects such as, identifying job sites in inner city areas where bus/van services would be effective, promoting employer transit initiatives, and providing training programs for public assistance customers to become van company owners/entrepreneurs, etc.

REQUIRED KNOWLEDGE, SKILLS ABILITIES AND ATTRIBUTES: Thorough knowledge of theory, principles and techniques used in the planning and development of programs providing services to the community, including knowledge of program planning, development and implementation; thorough knowledge of modern business practices and techniques; thorough knowledge of the principles and practices of public administration, good knowledge of acceptable business practices in dealing with private companies and professionals from various service agencies; ability to interpret and apply laws, rules and regulations as they relate to program services; ability to prepare and maintain financial and program records; ability to establish and maintain effective working relationships; ability to communicate effectively both orally and in writing; ability to prepare and/or present factual reports in a clear, concise and effective manner; ability to supervise and coordinate the work of subordinate staff; initiative; good judgment; accuracy; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* and either: (a) five years of experience in the administrative management of programs providing transportation services, two years of which must have been in a supervisory capacity; or (b) five years of experience providing employment counseling, training, or job placement services, two years of which must have been in a supervisory capacity; or (c) an equivalent combination of training and experience as defined by the limits of (a) and (b).

SUBSTITUTION: 30 credits towards a Master's Degree\* in Business or Public Administration, Urban or Regional Planning, Transportation Planning or a closely related field in Transportation, Psychology, Counseling, or closely related field in the behavioral sciences may be substituted on a year for year basis for up to two years of the required experience. There is no substitution for the 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 Department of Education as a post-secondary, degree-granting institution.