

PROGRAM SPECIALIST (COMMUNITY RELATIONS - COUNTY EXECUTIVE)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class participates in a community relations program in the Office of County Executive. An incumbent will exercise independent judgement within the framework of established priorities, goals, philosophy, policies and procedures, and participates in the implementation of a program to provide the community, public interest groups and constituents with assistance and advocacy in understanding and accessing available County services. An incumbent identifies demonstrated needs for new or improved services and functions as liaison between the Office of the County Executive and the public. Supervision is not a responsibility of this class. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Represents the Office of County Executive with the community, constituents, advocacy groups and the general public;

Works with community groups interested in the development or improvement of County services;

Provides information and referral services to access existing services, both provided by the County and within the community;

Participates in the planning and development of new or expanded services, based on needs assessments, for recommendation to the County Executive;

Functions as advocate for members of a community or the public in accessing available services;

Addresses community groups on County services responsive to their needs;

Interprets community attitudes, public issues and trends to members of the Office of the County Executive and appropriate departmental staff;

Maintains a current, comprehensive resource directory of services available within the community and County departments;

Works with State, County and community groups to identify gaps in needed services;

Maintains contact in the community to solicit evaluations of existing programs and services, their effectiveness, responsiveness and shortfalls;

Participates in planning meetings, conferences and promotional events;

Prepares summaries and reports as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the basic principles, practices and techniques of community relations; good knowledge of the organization, functions, programs, services and policies of Westchester County government; ability to communicate effectively both orally and in writing; ability to research, organize and write reports; ability to establish and maintain cooperative relationship with public officials, community groups and the public; initiative; resourcefulness; tact; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and two years of experience in community relations.

SUBSTITUTION: 30 credits toward a Master's Degree* may be substituted for one year of the above stated experience. Verifiable volunteer experience in community relations may be substituted for an equal amount of the above stated required experience. There is no substitution for one year of experience.

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

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