

PROGRAM SPECIALIST - TECHNICAL SERVICES

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent in this class participates in the coordination and supervision of skill development program of the Learning Resource Center. Supervision may be exercised over clerical staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Participates in the recruitment and training of new employees, i.e., tutors, for the Learning Resource Center;

Recruits and assists with assessment of program participants;

Assists in the distribution of instructional materials and supplies to be used in the program;

Organizes orientation groups to acquaint students with resources and services offered in the Learning Resource Center;

Assists the Director in coordinating the activities of the Learning Resource Center; Supervises and evaluates tutors by overseeing skill building activities;

Keeps abreast of developments and new approaches in instructional techniques and skill building;

Assists in introducing new techniques and methods to increase program effectiveness;

Answers public inquiries and provides public information regarding divisional programs;

Compiles data and prepares reports;

Assists in the preparation of the annual budget.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of policies, practices and techniques of teaching and other educational methods; ability to work effectively with others in multidisciplinary approach; good knowledge of various skill building programs; ability to organize and analyze data; sound judgment; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree*.

*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.

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J. C.: Unclassified
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Job Class Code: T0022
Job Group: XI