

## DIRECTOR - OFFICE FOR WOMEN

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the County Executive, the incumbent of this position is responsible for administering, planning, coordinating, directing and implementing programs and activities designated to eliminate discrimination against women, to promote equal rights for women and to improve the status of women. An incumbent of this position represents the County Executive at various conferences, seminars and workshops promoting equal rights for women. This position also serves as a liaison to the Westchester County Executive's Women's Advisory Board and is responsive to its programmatic goals and objectives. Supervision is exercised over a professional and clerical support staff, as well as volunteers. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Administers, plans, organizes, promotes, directs and implements various service programs and activities which address the needs of women in coordination with local, county, state, regional and national groups;

Administers the operations of the Office for Women including staffing, supervision, budgeting, grant application and formulation of practices and procedures;

Works with public officials, community and business leaders to identify, develop and implement programs referral services, and educational workshops for women, including job banks, child care, prison programs, referral services, and educational workshops;

Provides leadership for all women's issues in Westchester County;

Provides program and service assistance, leadership and coordination to community agencies in such areas as child care, teenage pregnancy, family violence, etc;

Identifies and implements priority programs for women in cooperation with the Westchester County Executive's Women's Advisory Board;

Performs grant writing and grants management for programs;

Identifies and raises funds from private sources for programs and services;

Recommends and proposes public policy positions on women and families to the County Executive;

Conducts training programs for staff and volunteer workers;

Conducts public information activities by writing articles, making speeches, disseminating information and through media relations;

EXAMPLES OF WORK: (Continue)

Conducts and attends conferences, workshops and seminars concerned with problems of women and their families, acting as representatives of the County Executive;

Performs related activities for the effective management of the Office for Women.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of issues and concerns of women as they relate to employment, income, health, housing, recreation and nutrition; thorough knowledge of Westchester Community agencies, facilities and services which can be utilized to aid women; knowledge of administrative principles and practices and their effective application to a community group service organization; knowledge of public relations techniques; knowledge of funding sources available to provide services for women and families; ability to effectively plan and implement programs including the development of necessary guidelines to qualify for grant funding; ability to prepare and monitor grant proposals and budgets; ability to plan and supervise the work of others; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relations with professional personnel, elected officials, supporting staff and the general public; resourcefulness; integrity; initiative; tact; sound professional judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* and five years of experience which includes working on issues directly impacting women or services for women.

NOTE: Verifiable voluntary experience may be substituted on a year for year basis for the above stated 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 Education Department as a post-secondary, degree-granting institution.

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J. C.: Non-Competitive†  
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Job Class Code: E0525  
Job Group: XVIII