

## PROGRAM ADMINISTRATOR (OFFICE FOR THE DISABLED)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Director of the Office for the Disabled, the incumbent of this class plans, organizes, directs and implements public information, as well as community education and organization efforts, of the Office for the Disabled to remove architectural, communication and attitudinal barriers; to raise community awareness to the needs and abilities of people with disabilities; and to provide assistance so that people with disabilities will become integrated into all aspects of community life. Supervises staff members, volunteers, interns, and students as needed to advance the efforts of the Office for the Disabled. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Develops strategies to raise public awareness of the needs and abilities of people with disabilities to expand their opportunities in the community;

Assists and informs the Director in establishing priorities for Office involvement in community programs and activities within the framework of available budgetary and staff resources;

Designs, plans and develops curriculum to support the organization, structure and achievement of public awareness and community education projects, such as conferences, meetings, achievement award ceremonies, and other public presentations in cooperation with other agencies to meet shared and specific goals that benefit people with disabilities;

Directs, advises and coordinates the implementation of community education projects by assigning tasks, supervising volunteers and preparing materials for distribution;

Assists the Director in developing agency coalitions to pool resources and direct public attention to critical and current issues, such as adaptive technology and the prevention of injuries and disabilities;

Informs human service organizations as well as the larger community about new programs and services by utilizing print, electronic and other media;

Researches, edits and writes the scheduled communications and resource guides of the Office for its consumers and organization mailing list;

Initiates, coordinates, edits and writes newsletters and publications providing information on resources, programs, services and calendar of events;

Provides leadership, guidance and support for the Westchester Advisory Council on People with Disabilities, and its sub-committees;

Provides information and referral services in response to telephone calls and interviews with constituents and organizations;

EXAMPLES OF WORK: (Cont'd)

Establishes and maintains resource materials and files necessary to respond to requests for assistance and establishes a central office information resource file;

Attends meetings and conferences representing the Director and supervises the Office staff in the absence of the Director, acting as deputy in all matters;

Leads planning, implementation, and management of accessible technology and online content projects for the Office;

May perform other incidental tasks, as needed;

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the issues and programs related to the needs of the disabled; thorough knowledge of community organizations (both public and private agencies) serving the disabled; good knowledge of the principles and practices of public information and community education; ability to function in a leadership role to influence public opinion and gain the cooperation of others in meeting stated objectives; ability to communicate effectively both orally and in writing; sound professional judgment; tact; resourcefulness; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a recognized college or university with a Bachelor's Degree\* and either: (a) a Master's Degree\* in Sociology, Psychology, Social Work, Education, Rehabilitative Counseling or related field in human services and two years experience in community or social work related to the needs of the disabled; or (b) four years experience as stated in (a); or (c) a satisfactory equivalent combination of the foregoing training and 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.: Competitive  
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Job Class Code: C2697  
Job Group: XII