

PROGRAM COORDINATOR (OFFICE FOR WOMEN)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Director-Office for Women, the incumbent manages programs and various services that assist those families seeking assistance. Responsibilities include assisting the Director in developing new programs and initiatives; evaluating and recommending changes to existing programs and services; planning for program implementation; and administrative oversight of managing all phases of non-profit contracts for services, including compliance with procedures, laws and regulations. Responsibilities also include monitoring contract compliance with federal, state, and county regulations; analyzing existing operational needs and making recommendations on the same. Extensive contacts are maintained with involved county departments, as well as the Law Department, to ensure that all contracts are in accordance with appropriate laws and regulations. This position also provides guidance and monitoring of internal staff activities of the Office. Supervision may be exercised over professional and administrative support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Oversees administrative tasks in the operations of the Office for Women including managing contracts, assisting with budget preparation and providing recommendations to the Director;

Administers, supervises and develops comprehensive programs, services, policies and procedures;

Acts as a liaison between the Office for Women and the public as well as other county agencies, both public and private;

Assists the Director in preparing, analyzing and monitoring the annual budget, participating in short- and long- term planning efforts;

Negotiates, develops and manages contracts for programs and services to meet the needs of Westchester residents requiring support;

Provides program and service assistance to community agencies in an effort to coordinate activities in meeting common goals and objectives;

Participates in identifying issues and priority needs for women and families and develops programs and activities to address such needs, particularly through public education programs;

Consults with appropriate staff members to determine service and equipment needs, availability and appropriate utilization of contract services, expiration dates and renewal needs and subsequently recommends, orally and/or in writing proposals for the acquisition of services/equipment;

Develops and implements contracts for services/equipment by ensuring the best terms, fastest development process, appropriate implementation, and compliance to agreed terms and conditions;

EXAMPLES OF WORK (Con't):

Ensures administrative approval and budgetary appropriation for requested contract services/equipment; recommends method of payment for services/equipment provided;

Confers with appropriate members of the Law Department or County officials on matters requiring legal interpretation;

Assists in the preparation and submission of fiscal reporting requirements to appropriate regulatory agencies;

Determines staff development/training needs, provides technical assistance, assists in policy formulation and recommends alternative procedures and implementation of new initiatives to secure efficient operations;

Investigates new funding sources and assists in developing proposals;

May perform other incidental tasks, as needed;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of Federal, State and local laws, rules and regulations applicable to services and programs; good knowledge of the principles and practices of program development and administration; good knowledge of community agencies, facilities and services available to those that seek assistance; good knowledge of current and potential public policy issues; thorough knowledge of the procedures involved in the development and management of contracts (exclusive of labor contracts); good knowledge of acceptable business practices in dealing with vendors and contract agencies; ability to negotiate contract terms and agreements; ability to prepare contract agreements and grant applications; ability to communicate effectively both orally and in writing; ability to interpret and apply laws, rules and regulations as they relate to contract development, implementation and compliance evaluation; ability to prepare and maintain financial and program records; ability to establish and maintain effective working relationships with vendors, representatives of contract agencies and county officials; ability to develop and establish effective working relationships with public officials, managers, community agencies and advocacy groups; ability to relate well with underserved populations and those in need of support services; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; initiative; creativity; resourcefulness; sound judgment; integrity; tact; and physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) Bachelor's Degree* and five years of experience providing program or administrative support in a human services agency providing services to women and families; or b) a Master's Degree* and three years of experience stated in (a); or c) a satisfactory equivalent combination of the foregoing training and experience within the limits of (a) and (b).

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

*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.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

West. Co.
J. C.: Competitive

Job Class Code: C3211
Job Group: XIII

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