

PROGRAM ADMINISTRATOR

Code No.4-08-199

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for assisting with or the administration of agency or department programs, and office management. Duties involve coordinating internal program development and implementation as well as working closely with internal and external partners, community organizations, and service providers to administer and supervise agency or department programs. The employee reports directly to, and works under the general supervision of a department head, senior administrator or other higher-level staff member. General supervision is exercised over clerical and/or professional staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Assists in the administration of agency, government, educational, or departmental programs;

Develops procedures and reports and educates staff, service providers and the public orally and in writing through public meetings, media releases, social media, etc.;

Assists in the preparation of the annual budget and individual programs;

Writes, evaluates and monitors grants;

Interacts and negotiates with service providers to ensure coordinated and comprehensive program planning and implementation;

Communicates with government officials and agency representatives regarding the implementation of guidelines, standards and requirements;

Develops program procedures for subcontractors and provides training and technical assistance on any aspect of service delivery;

Supervises project staff and oversees work flow;

Conducts program evaluations;

Informs and educates the general public about programs and initiatives via social media.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of available community agencies, facilities and services; good knowledge of grant reporting requirements; good knowledge of effective budgeting practices; good knowledge of public relations techniques; ability to provide training and technical assistance on procedures and requirements; ability to prepare, grant applications and monitor and evaluate grants; ability to communicate effectively orally and in writing; supervisory ability; ability to prepare accurate and concise reports; ability to utilize social media sufficient enough for the purposes of the organization; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma plus graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Public Administration, Business Administration, or Political Science or a closely related field, plus five (5) years paid full-time or its part-time equivalent experience in office management in the public sector.

SPECIAL REQUIREMENTS: If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

Monroe County Civil Service Commission

ADOPTED: June 19, 1987

REVISED: December 2, 2021