

## PROGRAM COORDINATOR

Code No.: 3-18-252  
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a responsible position in the Office for the Aging responsible for the day-to-day management of assigned funded programs designed to assist the elderly. The employee works with various community service agencies and assists in developing and implementing program goals and objectives. Direct supervision is exercised over a clerical staff assigned to the project. The employee reports directly to and receives general supervision from the Director, or other administrator. Does related work as required.

### TYPICAL WORK ACTIVITIES:

Manages the day-to-day activities of an assigned funded program;

Assists in developing and implementing program goals and objectives;

Works with local community service agencies regarding community systems and services development;

Works with the Director or other administrator to insure Federal and State guidelines are adhered to;

Assists in the collection and analysis of data to meet Federal and State reporting requirements;

Assists in developing and implementing public information materials and programs;

Prepares narrative and statistical reports relative to program activities;

Supervises clerical staff assigned to the program.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the needs and issues of the elderly; good knowledge of area providers for home and community based care for the elderly; good knowledge of program management techniques; good knowledge of federal and state reporting requirements related to funded programs; working knowledge of public relations techniques; ability to plan and organize the work of others; ability to prepare narrative and statistical reports; ability to establish and maintain effective professional relationships; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma plus either:

- (A) Five (5) years full time paid or its part time equivalent professional office experience that shall have involved program or office management, including staff supervision; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree or 60 credit hours and three (3) years of experience as defined in (A); OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES**

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: April 16, 1987