

## **ADULT CAREER EDUCATION COORDINATOR**

Code No. 3-18-355  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This position, located at a school district, is responsible for the coordination of a grant funded adult and career education program. Duties include overseeing and implementing all functions of the program which offers adults employment preparation and support services, employment placement services, post-employment verification and support services. Duties also include conducting research in areas such as program effectiveness and efficiency and grant funding opportunities, and developing grant applications. The employee reports directly to, and works under the general supervision of the Director of Adult and Career Education Services or other higher-level staff member. 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.)

Plans, directs, and implements policies, objectives and activities to ensure continuing operations, maximize funding streams, and increase productivity;

Coordinates efforts of employment service staff involved with employment preparation and job development activities, and provides operational and technical support;

Participates in process and operational development;

Assists with the development of major projects and strategies, budgets, administrative policies, and program structure and organization;

Ensures the standardization of program management procedures by conducting employment service staff team meetings; implements corrective action plans to solve departmental problems;

Leads and participants in employment service staff involved with conducting job searches and matching participants to jobs, interacting with employers on behalf of participants, delivering speeches, writing articles, and presenting information at meetings and events to promote services and exchange ideas;

Leads and participates in identifying, monitoring and supporting employment agency partners, coordinating agency recruitment, screening applicants, coordinating recruitment interviews and employment preparation activities, participant program and employability evaluation, and workshop scheduling to meet participant needs;

Utilizes databases to analyze information, develop reports, and develop operational infrastructure, career development services and programs;

Performs grant activities such as monitoring changes in grant funding rules and regulations to ensure compliance, completing monthly reports required by funding agencies, assisting in development of evaluation to measure grant program effectiveness, and assisting intake teams with initial determination of appropriate funding source for incoming participants;

Acts as liaison between the Monroe County Department of Human Services, support staff and participants including providing monthly reports of participation, collecting, tabulating, designing and presenting information, questioning inconsistencies regarding DHS support such as child care and transportation, and resolving reporting issues after conducting research and documenting findings;

Compiles quantitative reports; writes narrative reports;

Enters progress notes for interactions, conversations and actions taken on every participant;

Maintains files and ensures documentation such as monthly reports, training materials, completed vouchers, employment tracking and workshops attended is routed to appropriate staff member.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of employment, recruitment, screening, placement and occupational training as related to adult education and placement; good knowledge of interviewing practices and techniques; good knowledge of grant development and proposal writing; good knowledge of federal, state and foundation funding sources; good knowledge of the practices and procedures of developing and implementing adult career education programs which meet participant needs; good knowledge of the goals and objectives of the school district to which assigned as related to adult education and placement; good knowledge of sound employment search techniques; ability to utilize related software; ability to conduct research, analyze information, and produce written and statistical reports; mathematical ability; ability to coordinate and monitor grant proposal development; ability to plan and schedule group activities, workshops and seminars; ability to communicate effectively orally and in writing; ability to establish and maintain effective working 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) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Business Administration, Public Administration, Education, or a closely related field plus three (3) years paid full-time or its part-time equivalent experience in program\* or project coordination, program or project development, or program or project analysis, one (1) year of which must have involved grant development; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Business Administration, Public Administration, Education, or a closely related field plus five (5) years paid full-time or its part-time equivalent experience in program\* or project coordination, program or project development, or program or project analysis, one (1) year of which must have involved grant development; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

\*Program, for the purposes of these minimum qualifications, is defined as an organized group of activities which are performed in order to accomplish a specific goal or carry out policy which is aimed at improving or changing existing conditions, practices or procedures (e.g. comprehensive training programs, pre-school programs or mental health programs).

**ADOPTED:** March 24, 2016