

PROGRAM COORDINATOR
(City of Albany)

DISTINGUISHING FEATURES OF THE CLASS: The incumbent is responsible for the program coordination of Employment and Training Programs coordinated by the Department. This individual will be central to the networking, integration and coordination of the Youth Work Skills Program and Youthbuild. This position involves professional administrative duties of considerable complexity. The incumbent is directly responsible to the Youth Services Director.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Develops an employability plan for all clients based upon diagnostic tests, vocational instruments and interviews;
- Works with clients to develop employability skills including preparing resumes, completing applications and practicing interview techniques;
- Recruits area employers from public and private sectors;
- Maintains regular contact with employment agencies;
- Counsels clients on short- and long-term career goals;
- Places clients in appropriate employment setting;
- Provides follow-up services for graduates;
- Attends all scheduled staff meetings;
- Attends job fairs to connect with potential employers;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Comprehensive knowledge of both the human services profession and the developmental needs of youth;
- Good knowledge of personal computers and office equipment;
- Skills in collecting, organizing, analyzing and interpreting data and information;
- Ability to express oneself effectively both orally and in writing;
- Ability to understand oral and written directions;
- Ability to maintain orderly case files and to prepare summary reports;
- Ability to establish and maintain a working relationship with co-workers, clients, agencies and the community at large;
- Courtesy and tact;
- Physical condition commensurate with the demands of the position.

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MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in Counseling, Human Services, Social Science or related field and two (2) years of paid fulltime experience as a job development specialist for disadvantaged youth or a related field; **OR**
- B. Graduation from a regionally accredited or New York State registered college or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in Counseling, Human Services, Social Science or related field and four (4) years of paid fulltime experience as a job development specialist or a related field; **OR**
- C. Any equivalent combination of training and experience as defined by the limits of A. and B. above.