

SCHOOL-WORKS COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The incumbent is responsible for the management of the youth programming under the Workforce Investment Grant (WIA) for the Department of Youth and Recreation Services. This individual will be responsible for the networking, integration and coordination of youth services coordinated by the department and the case management unit. This position involves professional administrative duties of considerable complexity and administration of large segments of program components. The School-Works Coordinator is directly responsible to the Youth Coordinator of the Department. Supervision is exercised over the youth counselors.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Manages the Workforce Investment Program and the department's case management system;
- Prepares special reports and makes programmatic or operational recommendations;
- Responsible for carrying out and insuring compliance with policies, rules and regulations established concerning program staffing, operations and related phases of the program;
- Develops methods for analysis, interpretation, administration and monitoring of extensive and involved programs;
- Supervises youth counselors and coordinates cooperating agencies in youth programming;
- Mobilizes the community to participate and support youth related programs;
- Provides community outreach and builds community awareness;
- Assists in the creation of a web-site for youth services;
- Coordinates and builds on the Albany Collaboration for Youth;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

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

- Thorough knowledge of principles, practices and techniques of administration;
- Good knowledge of youth programming and initiatives;
- Good knowledge of the particulars of grant funding, specifically WIA;
- Good skills in collecting, organizing, analyzing and interpreting data and information;
- Good organization skills;
- Ability to understand and interpret guidelines associated with grant monies;
- Ability to problem-solve;
- Ability to express oneself effectively both orally and in writing;

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- Ability to understand oral and written directions;
- Ability to plan and supervise the work of others on a large scale;
- Ability to prepare detailed records and reports;
- Working knowledge of personal computers and office equipment;
- Ability to establish and maintain a working relationship with clients, agencies and the community at large;
- Strong initiative;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either

- (1) Graduation from a regionally accredited or New York State registered college with a Bachelor's Degree in Human Resources, Public or Business Administration or related field and two (2) years of full-time paid experience as an administrator in a public or private agency; **OR**
- (2) Graduation from a regionally accredited or New York State registered college with an Associate's degree and four (4) years of full-time paid experience as an administrator in a public or private agency; **OR**
- (3) A combination of education and experience.