SENIOR GANG PREVENTION COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is professional administrative work involving responsibility for the development, direction, coordination and maintenance of the City’s new initiative, the Capital Region Gang Prevention Program. The incumbent oversees the Program, providing insight and vision into gang related trends and promotes an overall awareness among the community and in the Capital Region of gang related activities. The Senior Gang Prevention Coordinator will be directly responsible for supervising the Gang Prevention Coordinators in the City of Albany and Rensselaer and Schenectady Counties. Work is performed with latitude for the exercise of creative judgment in developing and maintaining the Program. The work is performed under the general direction of the Commissioner of Youth and Family Services and is reviewed through staff meetings and reports for achievement of desired results.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Meets regularly with each county gang prevention staff to discuss current gang activity/trends;
- Creates and maintains an electronic catalogue of gang-prevention and community-building programs;
- Performs site assessments and internal and external program evaluations;
- Provides on-going technical assistance through a community action team to interested communities;
- Complies data and prepares reports from research collected on gangs and their infiltration into communities;
- Maintains a toll-free number and an internet access site for a point-of-entry for all New York State citizens;
- Implements statewide public and parental awareness programs;
- Monitors and develops legislative, law enforcement and safe school initiatives;
- Establishes and implements pilot programs with the assistance of county gang prevention coordinators;
- Enters and retrieves information in an automated information system;
- Perform related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of gang prevention programs;
- Good knowledge of personal computers and office equipment;
- Ability to supervise others;
- Ability to problem-solve;
• Ability to express oneself effectively both orally and in writing;
• Ability to understand oral and written directions;
• Ability to prepare detailed records and reports;
• Ability to establish and maintain a working relationship with clients, agencies and the community at large;
• Skill in collecting, organizing, analyzing and interpreting data and information;
• Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor’s Degree and three (3) years of paid fulltime experience as a program coordinator or case manager, one (1) year of which shall have included supervision of others; OR

B. Graduation from a regionally accredited or New York State registered college with an Associate’s Degree and five (5) years of paid fulltime experience in program coordination and case management; OR

C. Any equivalent combination of training and experience as defined by the limits of (a) and (b) above.

PROMOTIONAL: Permanent class service as a Gang Prevention Coordinator in the City of Albany.

SPECIAL NOTE: A valid NYS Driver’s License is required at the time of appointment and for the duration of employment.