

## **YOUTHBUILD COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent is responsible for the planning, development and oversight of the Albany Youthbuild program. This position involves professional administrative duties of considerable complexity as well as maintaining effective linkages with other agencies and ensuring the quality and integration of all components. The Youthbuild Coordinator reports directly to the Commissioner of the Department.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Builds and maintains working relations with community organizations, city, state, county and federal agencies;
- Plans and coordinates development of program components;
- Supervises program staff;
- Oversees the daily operation of the program including the development and monitoring of the budget;
- Develops and submits necessary reports;
- Establishes a Youthbuild committee comprised of youth trainees for program planning and operational decision making;
- Develops and maintains an ongoing working relationship with the national Youthbuild office;
- Collects data for any ongoing evaluation effort;
- 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 principles, practices and techniques of administration;
- Strong initiative;
- Strong management and supervisory skills;
- Ability to problem-solve;
- Ability to express oneself effectively both orally and in writing;
- Ability to establish rapport and relate sensitively to a multiracial and multicultural group of young people and staff;
- Ability to plan and supervise the work of others on a large scale; ability to prepare detailed records and reports; skills in collecting, organizing, analyzing and interpreting data and information;
- Ability to establish and maintain a working relationship with clients, agencies and the community at large;

- Ability to build team skills;
- Working knowledge of personal computers and office equipment;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- a) Graduation from a regionally accredited or NYS registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Master's Degree in education, counseling, human services or related field and two (2) years experience in a position of similar administrative responsibilities; **OR**
- b) Graduation from a regionally accredited or NYS registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree in counseling, human services or related field and three (3) years experience in a position of similar administrative responsibilities; **OR**
- c) Any equivalent combination of training and experience as defined by the limits of (a) and (b).