

Jurisdictional Class: Competitive
Adopted: August 16, 1993
Revised: September 1, 2011

PROJECT COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This work involves the responsibility for managing, coordinating, and planning a variety of programs related to an agency. The work is performed under general supervision with considerable leeway allowed in the performance of duties. Supervision may be exercised over subordinates. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Coordinates the activities or administers a specific service or program related to an agency;
Supervises the activities of both professional and support staff;
Maintains detailed program services records and makes reports of services as requested;
Participates in and facilitates workshops and training programs as appropriate;
Promotes public information and education efforts including preparation of news releases, establishing contacts with media, attending meetings, public speaking, etc.;
Studies, evaluates, and makes recommendations about programs, problems, suggestions, and research;
Recruits and screens program participants;
Provides supervision of participants completing community service;
Develops and maintains liaison with local law enforcement agencies and community service sites;
Periodically evaluates program development and employee performance;
Provides consultant services regarding the program.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of community organization;
Good knowledge of community resources available to program participants;
Working knowledge of public information and relations techniques;
Ability to plan, organize and direct the activities of others;
Ability to work with diverse population groups;
Ability to communicate clearly and effectively both orally and in writing.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State college or university with a Bachelor's Degree in Counseling, Social Work, Public Administration, Social or Behavioral Sciences, Education, or a closely related field; or
- (b) Graduation from a regionally accredited or New York State college or university with a Bachelor's Degree and two (2) years of supervisory experience in social or behavioral science, counseling, social work, public administration, education, community development, or closely related field; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.