

## **CENTER FOR WORKFORCE DEVELOPMENT PROJECTS COORDINATOR 92-E**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for and performance of coordinating projects relating to the mission of the Center for Workforce Development and the local workforce system as well as performing various administrative support functions. The position also involves the performance of clerical and recordkeeping duties pertaining to Center for Workforce Development activities. Work is performed under direct supervision and in accordance with established policies and objectives. Direction and limited supervision may be provided to staff assigned to special project functions.

**TYPICAL WORK ACTIVITIES:** *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Coordinates activities relating to the publication of workforce related material including assisting in preparation of bid specifications, reading of proof materials, and providing information to facilitate the printing of final copies;

Disseminates Workforce/One Stop information to the Workforce Development Board and staff and the general public;

Coordinates and assists with specific projects that support the goals of the CWD programs;

Answers phone and written inquiries pertaining to agency functions or services;

Prepares and maintains a variety of documents, including letters, reports, memoranda and advertisements promoting department program activities and special projects;

Uses computer applications or other automated systems, such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

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Performs fundamental recordkeeping and auditing procedures to account for the receipt and expenditure of funds in the office budget;

Schedules seminars and conferences promoting department projects and special events;

May make assignments and supervise clerical support staff;

Performs other functions as needed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of modern office terminology, procedures and equipment;

Good knowledge of business arithmetic and English; good knowledge of the techniques used in preparing promotional materials like correspondence, brochures, newsletters, posters, and news releases; good knowledge of common office record keeping procedures; working knowledge of the principles, practices, purposes, scope, and techniques used in promotion/marketing; ability to present ideas clearly both orally and in writing; ability to establish and maintain friendly relationships with representatives of the community and civic organizations; ability to operate a personal computer and utilize common office software programs; ability to provide leadership and guidance to other employees; willingness to travel and work evenings and/or weekends; initiative; resourcefulness; courtesy and tact; and good judgment.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by New York State Board of Regents with a Bachelor's Degree or higher and (2) two years of experience in a position involving direct interaction in providing information to the public; or

- (B) Graduation from a regionally accredited college or university or one accredited by New York State Board of Regents with an Associate's Degree and four (4) years of experience as described in (A) above; or
- (C) Graduation from high school or possession of a high school equivalency diploma and six (6) years of experience as described in (A) above; or
- (D) An equivalent combination of training and experience as described in (A), (B) and (C) above.

**NOTE:** Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Last Reviewed: 10/20/2000  
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Public Hearing: N/A  
NYS Civil Service Commission Approval: N/A

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