

COMMUNITY PARTNERSHIP COORDINATOR (BOCES) 415-R

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for planning, coordinating and supervising the operations of the Family Welcome Center, which is administered through the Sullivan County BOCES and is created to close achievement gaps in high poverty areas in the community. Work is performed under general supervision with leeway for independently carrying out the duties of the position. Supervision is exercised over subordinate staff assigned to the Family Welcome Center.

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.*

Formulates procedures that are necessary to insure grant responsibilities are properly performed;

Identifies community stakeholders and establishes and maintains collaborative partnerships with these stakeholders;

Actively works to establish a comprehensive system of referral and access to benefits and services;

Assists families to navigate the complex systems of health care, education, finance, technology, housing and legal services;

Supervises the day-to-day activities of the Family Welcome Center;

Plans, coordinates and supervises the work of the Center staff;

Plans and performs the staff development functions of the Literacy Zone and provides input on the performance of assigned staff;

Insures the implementation of the program goals and objectives;

Compiles, maintains, updates and analyzes a variety of program data utilizing common office software programs, including word processing, database, e-mail, etc.;

Formulates corrective active recommendations where necessary;

Prepares detailed written and statistical reports and provides information as requested
regarding the operation of the Family Welcome Center;

Evaluates and makes recommendations on program and policy changes to immediate
supervisor to improve services;

Participates in conferences and meetings.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of general rules and regulations relating to literacy and employment programs; good knowledge of interviewing, employment counseling and assessing basic and occupational skills, interests and aptitudes; good knowledge of the methods and techniques used in planning, development and implementation of educational programs; ability to establish and maintain effective working relationships with employees, clients, private and government agencies; ability to present ideas clearly, both orally and in writing; ability to plan, assign and supervise the work of others; sensitivity to people from a variety of social, economic, cultural and ethnic backgrounds; ability to use common computer applications, such as word processing, e-mail and database software; sound judgment; emotional maturity.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents with a Bachelor's Degree or higher and three (3) years experience in a supervisory position *; or

(B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents with an Associate's Degree and five (5) years of experience in a supervisory* position; or

(C) An equivalent combination of training and experience as described in (A) or (B) above.

***Acceptable supervisory experience means the responsible direction and control of subordinate employees, including the responsibility for planning, assigning and reviewing of work, providing work instruction, evaluation of work performance, etc. Supervision must be an integral part of the job.**

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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