

# **NOTICE OF VACANCY**

**DEPARTMENT:** Family and Community Services

**TITLE:** Program Coordinator

**GRADE/SALARY:** 31M - \$47,550 plus Excellent Benefits

## **THIS IS A COMPETITIVE CIVIL SERVICE POSITION.**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent in this class has the responsibility for planning, coordinating, and implementing a program within an Oneida County department. The incumbent is responsible for program activities such as: coordination; provision of services; community relations and networking; educational promotion; media development; program outreach; funding sources development; grant writing assistance; budget forecasting and planning assistance; tracking and targeting populations; statistics; and training of staff. Independence and initiative are exercised by an employee in this class in accordance with the goals established by the department and regulatory standards. Work is performed under the direct supervision of a Director with leeway permitted for the exercise of independent judgment. Supervision is exercised over clerical and professional staff. Incumbent performs related work as required..

**MINIMUM QUALIFICATIONS:** Candidates must meet the minimum qualifications at time of application.

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree **AND** two (2) years of experience in planning, implementing, organizing, overseeing, or administering a community service, human service, or program.

**SPECIAL REQUIREMENT:** Possession of a valid New York State driver's license at time of appointment. License must remain valid throughout appointment.

### **NOTES:**

1. Candidates **MUST** submit with application a copy of transcripts showing degree area and date degree conferred.
2. Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.
3. Satisfactory completion of 30 credit hours, towards a Master's degree may be substituted for one (1) year of experience.

**HOW TO APPLY:** Go to <https://oneida-portal.mycivilservice.com/jobopps>.

If you do not have internet access, paper applications can be picked up in the Personnel Department on 6<sup>th</sup> Floor of the Oneida County Office Building. You may also request a paper application to be mailed to you by calling 315-798-5726. Completed applications can be mailed or hand-delivered to the address printed on the top of the application.

**APPLICATIONS MUST BE RECEIVED NO LATER THAN:** May 20, 2021

**\*\*Oneida County is an equal opportunity employer\*\***

04/29/2021