



ONEIDA COUNTY GOVERNMENT NOTICE OF VACANCY

DEPARTMENT: Family and Community Services

CIVIL SERVICE TITLE: Program Coordinator (NYHELP Program)

CLASSIFICATION TYPE: Non-Competitive

SALARY (GRADE): \$59,359 (31M) Plus Excellent Benefits

APPLICATION DEADLINE: June 30, 2025

APPLY ONLINE*: <https://oneida-portal.mycivilservice.com/post/jobopps>



DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this class has the responsibility for planning, coordinating, and implementing a program. 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. Either:

- (A) Possession of Bachelor's Degree **AND** two (2) years of experience in planning, implementing, organizing, overseeing, or administering a community service, human service, or program; **OR**
- (B) Possession of Associate's Degree **AND** four (4) 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. Degree(s) 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 the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.
3. Satisfactory completion of thirty (30) credit hours towards a Master's degree may be substituted for one (1) year of experience.
4. Verifiable part-time experience as described above will be pro-rated toward meeting full-time requirements.

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

*If you do not have internet access, paper applications can be picked up in the Personnel Department on the 6th Floor of the Oneida County Office Building. You may also request a paper application to be mailed by calling 315-798-5726.

Issued: 03/21/2025