

Civil Division: Oneida County Government
Jurisdictional Class: Competitive
EEO Category: Professional
Revised: 05/03/06

SUMMER YOUTH EMPLOYMENT COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this class is responsible for planning, supervising and coordinating the fiscal and operating affairs of a summer youth employment program. The incumbent serves as liaison between the various program divisions. The work is performed under the supervision of the Director of Workforce Development, in accordance with program guidelines. The incumbent has leeway in the use of independent judgment in directing and supervising program counselors, monitors and clerical staff. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Implements, monitors and supervises a summer employment program, and ensures that work projects adhere to appropriate guidelines;
Plans, directs and coordinates various support functions such as program planning, clerical and program personnel;
Travels throughout the County to project sites on a random basis to monitor work progress;
Assists and advises in making eligibility determination;
Determines the need for equipment and supplies, and initiates procurement procedures;
Prepares a summary report of program activities and accomplishments;
Supervises orientation of new youth in the program;
Provides staff orientation and training;
Prepares program, staff, and agency evaluations in written and oral form.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the principles and practices of office management; good knowledge of personnel practices, and supervisory principles and techniques; skill in the solution of administrative problems; ability to plan, and supervise the work of others; ability to work well with others and to secure their cooperation; ability to understand and carry out oral and written directions; ability to present evaluations and opinions in written and oral format; good judgment; thoroughness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree; **OR**
- (B) Successful completion of two (2) years of study at a regionally accredited or New York State registered college or university **AND** two (2) years of experience in a work or recreation program which shall have included some responsibility for the planning or supervision of the program or its participants.

SPECIAL REQUIREMENT: Certain assignments will require access to transportation to meet field work requirements in a timely and efficient manner.

Adopted: 1980's
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