

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: PROGRAM MANAGER (BOCES)

TITLE #: 1498

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position involving responsibility for scheduling, organizing and coordinating student and/or staff events, such as trainings, meetings, competitions, workshops and in-services for Orange-Ulster BOCES. Work is performed under the general supervision of the Assistant Superintendent for Instruction or designee, with wide leeway for independent judgment. Supervision is exercised over all aspects of the events, including staffing, planning, purchasing, budgeting, evaluations and reports, as well as, assigned clerical staff and volunteers. Does related work as required.

TYPICAL WORK ACTIVITIES:

Schedules, organizes and coordinates all aspects of trainings, meetings, competitions, workshops and in-services, including development of procedures for each event;

Secures facility use, equipment, supplies, and submits bids, billing, purchase orders, etc., and maintains records following proper protocols and procedures;

Recruits and trains volunteers as appropriate and assigns personnel and security as necessary;

Schedules and organizes advisory and planning meetings, including agendas and minutes;

Processes appropriate documentation with participants at each event and assures properly completed forms, registration and other protocols;

Publicizes events in conjunction with Public Relations Office and responds to questions and complaints from the public;

Compiles statistics and prepares reports as needed;

Prepares correspondence using computer applications such as word processing, spreadsheets, calendars and emails;

May oversee the work of subordinate personnel, including clerical staff, volunteers and participants.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of office procedures, terminology and equipment; good skills in planning and organizing events; good computer skills including knowledge of word processing and spreadsheets; good accounting skills and knowledge of accounting procedures; ability to prepare correspondence and reports; ability to work independently; ability to understand and carry out oral and written directions; ability to get along well with others, as well as, ability to establish and maintain cooperation with various groups; accuracy; good judgment; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree and two (2) years experience where the major function of the position involved the coordination or development of professional training programs or events; OR
- (B) Completion of sixty (60) credits from a regionally accredited college or university or one accredited by the New York State Board of Regents 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 as described in (A) above.

JURISDICTIONAL CLASSIFICATION: Competitive.

Adopted: 10/13/10 dr