

ADMINISTRATIVE COORDINATOR (Community Services)

DISTINGUISHING FEATURES OF THE CLASS: The work involves assisting the Director of Community Services in the establishment, implementation, and maintenance of new mental health initiatives for children and adults. The initiatives, Single Point of Entry for adults and Single Point of Accountability for children (SPOE/A), will require a clinical and administrative infrastructure for all of Cattaraugus County, focusing on strong collaboration between State, County, contract agencies, and the consumers and families to be served. The position is responsible for inter-agency linkages to facilitate networking, data collection, report writing, and analysis relating to the infrastructure system being established and ensuring its effectiveness. Duties are performed independently under the general supervision of the Director of Community Services. Supervision of the work of others is not normally a responsibility of this class. An Administrative Coordinator (Community Services) does related work as required.

TYPICAL WORK ACTIVITIES:

- Develops proposals for a variety of clinical service models, emphasizing integration and collaboration with other County human service providers;
- Analyzes data gathered to evaluate effectiveness of programs and determine accuracy of reports and efficiency of operations;
- Presents statistical information by computer readouts, graphs, charts, tables, written reports, or other methods;
- Prepares and writes Requests for Proposals (RFPs), new initiatives, and grants, seeking additional funding for the enhancement of existing functions or the addition of new programs;
- Maintains contact with the press, community, and professional associations and ration stations for the purpose of disseminating information regarding agency functions and activities;
- Coordinates quality assurance program and formulates department job objectives with staff members;
- Plans, promotes, and organizes training activities for staff development;
- Participates in and provides feedback to and from a variety of committee, inter-agency task force, and other forums;
- Utilizes a personal computer to arrange, organize, and present a variety of reports related to departmental activity.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Working knowledge of electronic computer programming principles and concepts; working knowledge of English composition and grammar; knowledge of business statistics; skill in communicating effectively both orally and in writing; ability to analyze and organize complex data and to prepare records and reports concisely; ability to develop effective working relationships and deal diplomatically with the public, subordinates, and other work contacts; ability to readily acquire a familiarity with an agency's programs, goals, objectives, and operations; ability to prepare and interpret statistical analysis regarding agency services; initiative; resourcefulness; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and five years of clerical office experience.

NOTE: Graduation from a regionally accredited or New York State registered college, university, or business institute with a degree or diploma in accounting, business administration, or secretarial science may be substituted for the required experience on a year for year basis with 30 semester credit hours equal to one year of experience. One year of experience is required and additional experience beyond the baccalaureate degree level cannot be substituted for this year of experience.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised: 5/20/10