

CONTINUING EDUCATION SPECIALIST

Tompkins County

Classification: Competitive

Labor Grade: 0

Approved: 0

MINIMUM QUALIFICATIONS: EITHER:

(a) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelors Degree in Business, Computer Science or a related field **AND** one year of full-time paid (or the equivalent part-time and/or volunteer) experience in an office setting which shall have involved the comprehensive use of computers, peripheral hardware and various software packages; **OR**

(b) Graduation from a regionally accredited or New York State registered two year college with an Associates Degree in Business, Computer Science or a related field **AND** three years of full-time paid (or the equivalent part-time and/or volunteer) experience in an office setting which shall have involved the comprehensive use of computers, peripheral hardware and various software packages; **OR**

(c) Any equivalent combination of training and experience as described in (a) and (b) above.

Tompkins County is committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS: This position involves providing support services to specialized technical and computer projects and programs within the BOCES Continuing Education program. An incumbent in this class will be responsible for: the organization of various computer projects and programs, public relations, needs assessment and coordination between community contacts, business, industry and instructors. This position will also be responsible for curriculum development, grant development, recruitment of computer instructors, development and maintenance of a Data Base and will provide computer hardware/software consultation and in-house training to all BOCES staff. This work is performed under the general supervision of the Director of Continuing Education with wide leeway allowed for the use of independent judgment. General supervision is exercised over the work of a large number of Computer Instructors and clerical employees as appropriate. Performs all related duties as required.

TYPICAL WORK ACTIVITIES:

- Organize technical and computer projects and programs for community education;
- Schedule and hold meetings with instructors and community contacts for the purpose of performing needs assessment;
- Develop, implement and modify as necessary the general program direction;
- Develop, implement and modify as necessary specific course content;
- Develop, implement and modify procedures and activities for special projects, programs and courses;
- Develop, implement and modify as necessary a tracking system for target marketing of the Adult Continuing Education programs;
- Implement, modify and maintain as necessary a Data Base for the Adult Continuing Education programs;
- Prepare public relations materials and perform public relations duties as required to convince business and industry to participate in the program;
- Prepare curricula and other materials for the computer instructors;
- Coordinate business and industry Continuing Education programs which shall include public relations, needs assessment, contract administration, and liaison work;
- Coordinates the purchasing of computer hardware and software for the Continuing Education Department and provides consultation and in-house training to all BOCES departments;
- Interview, hire and administer performance evaluations on part-time computer instructors;
- Assists with grant development

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of computers, peripheral hardware and various software packages;
- Thorough knowledge of the development and maintenance of a Data Base;
- Working knowledge of the principles and practices of technical grant writing;

- Working knowledge of various marketing strategies;
- Working knowledge of public relations practices;
- Ability to coordinate program activities and work independently;
- Ability to understand and interpret complex oral and written instructions;
- Ability to prepare written material;
- Ability to establish and maintain cooperative relations with the public and private business;
- Excellent verbal and written skills;
- Good judgment, courtesy and tact are required;
- Physical condition commensurate with the demands of the position