

Assistant Coordinator of Community Education Tompkins County

Department: Tompkins-Seneca-Tioga BOCES

Classification: Competitive

Labor Grade: 0

Approved: 0

Revised: 9/95; 4/13

By: AF, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

(a) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelors Degree; **OR**

(b) Graduation from a regionally accredited or New York State registered two year college with an Associates Degree **AND** two years of full-time paid (or the equivalent part-time and/or volunteer) experience with a Community Education program, human services agency, or private sector service-related business; **OR**

(c) Any combination of training and experience equal to or greater than that 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 is responsible for assisting the Community Education Coordinator in implementing the Community Education program as well as providing administrative and promotional support to the students and instructors in the program. The Assistant Coordinator exercises direct supervision over the evening clerical positions. The work is performed under the general supervision of the Director of Continuing Education and under the direct supervision of the Coordinator of Community Education. The work requires considerable independent judgment in organizing and scheduling the community education classes, which includes vocational technology and general enrichment opportunities. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Assists the Community Education Coordinator in organizing and scheduling programs;
Assists the Community Education instructors in pre-class preparation and course budgeting;
Creates and maintains a computerized database of instructors and students;
Produces promotional materials, such as, the Community Education brochure;
Exercises direct supervision over the evening clerical staff;
Monitors classroom activity and assists the instructors in preparation of educational materials (i.e. photocopying, etc.);
Facilitates the communication between the Community Education Coordinator and the public; and
Develops and maintains record management systems for program activities.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge and understanding of the development of program needs, goals, and objectives;
Ability to implement program staging;
Good knowledge of community agencies and services;
Through knowledge of the use of a personal computer;
Ability to coordinate program activities;
Ability to work independently;
Ability to plan, assign and review the work of others;
Ability to handle routine administrative details independently, including the composition of letters and memoranda;
Ability to establish and maintain cooperative relations with the public;
Ability to supervise clerical staff;
Ability to understand and carry out complex oral and written instructions;
Resourcefulness in handling administrative problems;
Good judgment in solving complex clerical and administrative problems;

Excellent interpersonal skills;

Excellent written and verbal skills;

Excellent communication skills, knowledge and experience as a facilitator and coordinator of work programs and information for instructors, staff and the general public; and

The employee's physical condition shall be commensurate with the demands of the position.

Originally created 10/05/1994

A51.doc