

DATE: December 9, 2024

TO: **ALL COUNTY EMPLOYEES AND ELIGIBLE CANDIDATES**
(This is a competitive class position.)

FROM: Susan Koppenhaver, Director, Office for the Aging
1003 Development Court, Kingston, NY 12401

JOB VACANCY: Site Program Manager (Spanish Speaking) / Permanent/Provisional / Full-Time / Benefited

LOCATION: T R Farber Bldg

SALARY: \$31.01 / hour (Grade 14)

FILL DATE: December 31, 2024



DISTINGUISHING FEATURES OF THE CLASS: This position acts as a NY Connects liaison that is responsible for connecting people of any age, with any type of disability and regardless of income with available community services, programs, and resources to address their needs. The incumbent will be the on-site point of contact for programming activities and organizing events at the Trudy Resnick Farber building and must work with directors, managers, and programmatic staff, as needed, in scheduling department and partner initiatives and enhancing existing services through provision of county support. This position requires the ability to speak, read and write the Spanish language, as well as the English language. Work is performed under the general supervision of the Director, Office for the Aging or their designee allowing for progressive leeway in making independent judgments as experience and knowledge progresses. Supervision is exercised over subordinate employees assigned to the site. Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of Ulster County and its social conditions; good knowledge of programs and services available through the Office for the Aging and other service providers; good knowledge of the practices and principles of administering the NY Connects system/program; working knowledge of available community facilities and resources; working knowledge of interviewing procedures and practices; working knowledge of the functions of local government and the relationship among departments, and the interaction between public and private agencies; ability to identify positively with people; ability to relate to a potentially difficult client population; ability to design and utilize effective scheduling and reporting systems; ability to read, write, speak, communicate and understand English and Spanish; working oral and written language proficiency in the Spanish language with understandable, smooth expression at a conversational level of communication; good organizational skills; good powers of observation, perception and analysis; good judgment; initiative and resourcefulness; emotional maturity; tact; courtesy.

MINIMUM QUALIFICATIONS Possession of a bachelor's degree and one (1) year of full-time paid or its part-time equivalent experience in a human services setting determining eligibility for services.

Note: Your degree or college credits must have been awarded or earned by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Special Requirement 1: Incumbents in this position must have a working oral and written language proficiency in the Spanish language with understandable, smooth expression at a conversational level of communication by the end of their probationary period.

Special Requirement 2: At time of appointment, and throughout employment in this title, candidates must possess a valid New York State driver's license.

Special Requirement for appointment to Ulster County positions: In accordance with Ulster County Legislative Local Law Number 14 of 2007 or by other State and Federal Statutes, candidates for employment to all Ulster County positions must obtain clearance for appointment from the Department of Criminal Justice System or other mandated Federal and State regulatory authority based upon fingerprinting and a criminal history background check.

ULSTER COUNTY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.