

WHEELS FOR WORK COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves the responsibility of coordinating the activities within the Wheels for Work Program offered by Ulster County BOCES. The Wheels for Work Program awards vehicles to eligible people based upon the applicant's level of need as well as his/her ability to meet a set of criteria defined within the program. An incumbent is responsible for the purchase of cars from a qualified vendor who has secured the agency's bid. The work is performed under the general supervision of the Assistant Director of Adult Education Services allowing for considerable leeway in making decisions in order to carry out the duties of the position. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the titles do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Maintains program files, records and applicant waiting list and tracks the employment outcomes of program participants for a year;

Pre-screens and processes program applications for eligibility;

Conducts applicant intake interviews and checks applicant references;

Obtains and reviews NYS Department of Motor Vehicle Driver History Abstracts;

Facilitates advisory council for Wheels for Work Program;

Provides case management counseling services for clients, including basic explanations of job training opportunities, job preparation and job services in various occupations;

Refers applicants to Local District Social Services (LDSS) for Income Certification;

Assists participants in preparing paperwork associated with obtaining vehicle insurance;

Maintains on-going communication with program partner agencies;

Adheres to all NYS Office of Temporary Disability Assistance guidelines regarding this program, including response to quarterly reports and audits;

May assist program participants find employment should the program participants become unemployed while in the program.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of local community needs and the employment environment; working knowledge of organizational, planning and project coordination tools; working knowledge of research tools and resources; ability to utilize a variety of computer office software programs ; ability to prepare written material and reports; ability to establish and maintain effective relationships with various agency clients, government entities, and other groups; ability to communicate effectively both orally and in writing; ability to manage multiple

assignments and priorities; sound professional judgment; initiative; tact; integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Possession of a Bachelor's Degree from a New York State registered or regionally accredited college of university and one (1) year of experience in program management;
OR
- B. Possession of an Associate's Degree from a New York State registered or regionally accredited college of university and three (3) years of experience in program management.

Special Requirement: Possession of a valid New York State or other state's Driver's License allowing the operation of motor vehicles in New York State, and appropriate to the vehicles operated.

ULSTER COUNTY
7875 WHLS WK CD
Classification: Competitive
OA

Adopted: October 4, 2004
Revised: May 19, 2006