

## **ERIE COUNTY DEPARTMENT OF SOCIAL SERVICES**

### **COMMUNITY COORDINATOR**

LOCATION: *95 Franklin St.*

SALARY RANGE: \$43,564 - \$57,165

*(Starting Salary for candidates that are not current Erie County employees is \$43,564)*

The work involves assisting community advisory groups, such as the Erie County Community Coordinating Council and the Welfare Advisory Board, in planning, coordinating and implementing programs and activities which address the needs of Department of Social Services clients. The incumbent handles many special Department of Social Services projects with contract agencies and other County Departments. This is a technical and administrative position requiring extensive computer skills. The incumbent is part of the Department of Social -Services, works under the general direction of Commissioner of Social Services, and is responsible to appointed community advisory groups. Supervision is exercised over lower level administrative and clerical staff. Does related work as required.

*Must meet the following qualifications:*

- A.) Graduation from a regionally accredited or New York State registered year college or university with a Master's Degree in Business, Public Administration, Social Work or closely related field and one year of experience in community relations, public affairs or related field; or;
- B.) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's degree in Business, Public Administration, Social Work or closely related field and three years of experience in community relations, public affairs or related field; or;
- C.) An equivalent combination of training and experience as defined by the limits of (A) and (B).

#### **TYPICAL WORK ACTIVITIES:**

Prepare agendas, reports, meeting notices and official for appointed community advisory groups;

Handle inquiries from the public and officials on behalf of appointed community advisory groups;

Represents appointed community advisory groups at meetings and conferences;

Investigates and analyzes services available for Social Services clients within County government and programs funded by the County and recommends measures to coordinate, consolidate, or improve these services to provide maximum efficiency;

Maintains constant communication with public and private agencies which provide services on behalf of the Department of Social Services, developing a knowledge and understanding of their services and problems;

Assists in developing and coordinating a public awareness program to inform the public of the needs of Social Services clients;

Works with public officials, semi-public agencies and County departments in the development and coordination of services and opportunities for Social Services clients in such areas as transportation, employment, education, recreation, health care, day care and more;

Conducts investigations, research studies and analyses of conditions which may result in unmet needs of Social Services clients;

Assists, advises and cooperates with Federal, State, County and local governmental agencies and public and private organizations on matters involving the needs of children and families, and acts as the formal planning coordinator on matters regarding children and families, and may recommend such procedures, programs or legislation to promote opportunities for all children and families;

Networks with national, State and local commissions/councils and similar bodies;

Submits an annual report of work performed and recommendations to community advisory groups and submits such interim reports and recommendations as necessary;

Performs such further duties as may be prescribed.

\*Please note that this position is a competitive civil service title and requires that you take a civil service examination in the future. After the exam, selection for permanent appointment(s) will be made from reachable candidate(s) on the eligible list according to the NYS Civil Service Rule of Three.

If interested and meet the above qualifications, please forward resume to:

**Mr. Brian Bray**, Special Assistant—Commissioner at  
95 Franklin Street, Room 867-8<sup>th</sup> floor Buffalo, NY 14202 or  
you may email your resume to [Brian.Bray@erie.gov](mailto:Brian.Bray@erie.gov)

**This notice will be posted for the period May 19, 2015 through and including June 2, 2015.**