

SUPERVISOR OF COMMUNICATIONS AND DEVELOPMENT

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, this position is responsible for directing a program of grants acquisition and public information/public relation coordination for BOCES and its component schools. The incumbent analyzes services to be provided and develops operational policies and procedures. Supervision is exercised over subordinate professional, support, and clerical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Arranges and supervises contractual relationships and partnerships with school district personnel and businesses;

Develops and implements a communications program targeted to the specific needs and objectives of BOCES and its component schools;

Coordinates and oversees a public information program and activities such as press releases, brochures, marketing and advertising promotions;

Reviews legislation, regulations and public issues regarding the availability of funding and formulates strategies to meet application requirements and expedite funding;

Assists administrators in planning and developing grant applications, and reviewing and processing grant documents;

Establishes and maintains contact with personnel involved in grant procurement to discuss their objectives and priorities regarding securing grant funds and funding opportunities;

Researches, identifies and develops potential grant opportunities;

Interprets grant rules and regulations and monitors grant expenditures to ensure compliance;

Participates in developing evaluation criteria to measure grant program effectiveness;

Prepares and submits operational reports, grant agreements and modifications to appropriate agencies.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of grant application processes and monitoring;

Thorough knowledge of the laws, rules, regulations and guidelines applicable to grant programs;

Thorough knowledge of federal, state and private programs and grant sources;
Good knowledge of the principles and practices used in grant proposal applications and grant administration;
Good knowledge of the principles and practices of public and community relations;
Ability to understand and interpret complex oral instructions an/or written directions;
Ability to establish and maintain effective working relationships;
Ability to communicate effectively both orally and in writing;
Ability to prepare complete and accurate reports and statements of considerable complexity concerning federal, state or private grant programs;
Ability to evaluate the implementation of federal and state aid programs;
Ability to plan and supervise the work or others;
Ability to assign and direct personnel in a manner conducive to good performance and high morale;
Ability to prepare budgets, operating reports, and a variety of other reports relative to program activities;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in business administration, public administration, public relations, economics, journalism, or closely related field and two (2) years of experience involving one or more of the following: planning, policy formulation, resource allocation, program evaluation, grants administration, public relations, journalism or communications; or
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in business administration, or closely related field and four (4) years of experience as defined in (a); or
- (C) An equivalent combination of training and experience as defined by the limits of (a) and (b).