

PROGRAM MANAGER (KEEP PUTNAM BEAUTIFUL)

DISTINGUISHING FEATURES OF THE CLASS: An incumbent in this position is responsible for managing all aspects of the Keep Putnam Beautiful litter initiative, including identifying projects and engaging sponsors and volunteers in beautification projects. Work is performed under general supervision of the County Recycling Program Coordinator. Supervision is exercised over program volunteers. Performs related duties as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Manages the operations of all aspects of the Keep Putnam Beautiful Litter Program;
Identifies and implements projects to be undertaken as part of the program;
Identifies and develops potential grant opportunities;
Identifies funding sources and engages sponsors;
Monitors and schedules the activities of the volunteers and keeps records of work performed;
Recruits and trains volunteers in all aspects of the program, including safety;
Conducts ongoing educational workshops and seminars;
Conducts public relations activities, such as speaking engagements, creating and distributing program brochures; and writing press releases;
Develops educational and publicity materials, using a variety of computer programs;
Maintains up-to-date media contact list;
Develops and maintains records and program data, as required;
Prepares activity summaries, briefs, fact sheets and other reports as required by supervisor;
Attends meetings and conferences, as required;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of community needs regarding litter cleanup; good knowledge of process of identifying and applying for grants; good knowledge of availability of funding sources; ability to research grant opportunities, ability to write and develop grant applications; ability to use personal computer for research and to produce program information; ability to establish effective working relationships with a wide variety of people; ability to communicate effectively, both orally and in writing; tact; initiative; resourcefulness.

MINIMUM QUALIFICATIONS:

Bachelor's degree in business, public administration environmental science, English or related field, and one (1) year of paid or volunteer experience in either organizing volunteers or managing community cleanup operations.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.