

## The Governor's Office of Storm Recovery

**Title:** Program Administrator

### Position Summary

The Program Administrator is responsible for researching, developing, administering and evaluating programs in response to the identified needs of program recipients.

### RESPONSIBILITIES (Responsibilities include, but are not limited to)

#### 1. Conduct Program Planning

- Consult with recipients to identify program needs
- Work with Director to develop long range plans, programs and strategies
- Monitor programs and services to ensure they meet stated goals
- Assist with program evaluations and updates to programs and services
- Act as a resource about program development and initiatives
- Collect and analyze information and data for reports as needed
- Prepare briefing notes, reports and presentations as required
- Provide updates to senior staff as needed
- Develop policies, guidelines, standards and reporting systems

#### 2. May be required to conduct research and assist in the development of programs in the following ways:

- Review existing programs
- Adapt existing programs as required
- Research new programs
- Design and develop new programs
- Make recommendations about adapting programs to meet unique needs
- Evaluate programs and components

#### 3. Administer programs

- Prepare program information and opportunities
- Assist with proposal preparations
- Monitor that proposal requirements are being met
- Monitor budgets

### Qualifications

- A minimum of 4 years' experience in a similar position
- A bachelor's degree or equivalent experience
- Knowledge of legislation, regulations, policies and procedures for program development
- Ability to administer programs and initiatives
- Strong team building skills
- Excellent analytical and problem solving skills

- Demonstrated decision making skills
- Effective verbal, presentation and listening
- Strong communications skills

**If interested:**

All candidates must submit a resume, 3 references, and letter of interest to [StormRecoveryJobs@stormrecovery.ny.gov](mailto:StormRecoveryJobs@stormrecovery.ny.gov). Please include the name of the position that you are applying for in the subject line. We cannot interpret omissions or vagueness in your favor. You are responsible for an accurate and clear description of your training, work experience, and how you meet the qualifications of the position you are applying for. Please set forth all relevant employment history, including the name of each employer, dates of employment and titles held. Be sure to describe the nature of the work that you personally performed for each position held. If you had supervisory responsibilities, state how many people you supervised and the nature of such supervision.

The Governor's Office of Storm Recovery is an Equal Employment Opportunity employer committed to excellence and diversity. All qualified candidates are encouraged to apply.